

STEPHEN OMARIBA

Atlanta, GA 30328 omaribastephen2003@gmail.com

PROFESSIONAL SUMMARY

Quality-driven administrative professional with solid background smoothly handling high-volume workloads. Prepares documents, mails packages and organizes schedules to support team needs. Good database administration and customer relations abilities.

Dependable employee seeking opportunity to expand skills and contribute to company success.

Considered hardworking, ethical and detail-oriented.

SKILLS

- Email management
- Meeting documentation
- Social media updating
- Travel planning
- Issue research

EXPERIENCE

Virtual Assistant

February 2020 - March 2023

Upwork | Atlanta, Georgia, United States

- Handled buying gifts and coordinating vacations.
- Built-up industry blogs with fresh, relevant and engaging content.
- Handled calls for busy [Type] professional, screening callers, transferring connections and taking messages.

EDUCATION

Bachelor of Science (B.S.) - Information Technology

December 2018

Georgia State University Atlanta, Atlanta, GA

LANGUAGE

English

Advanced