

JOHN UVIETAIRE

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SUMMARY

Detailed-oriented General Virtual Assistant with over 2 years of experience supporting online communities, managing daily tasks, and providing customer-focused support. Strong communicator and quick learner, skilled in virtual operations, data handling, and administrative support. Highly organized, reliable, and motivated to grow in long-term remote roles while continuously building new skills.

EDUCATION

University of Benin – Edo State,Nigeria.
BSC. Plant Biology and Biotechnology

January 2020- April 2024

WORK EXPERIENCE

Social Media Marketer

October 2022 - July 2024

Seedifyfund - Virtual

- Supported daily online community activities, engaging with a large portion of community members across crypto platforms.
- Posted content daily (6 days per week) to promote projects, announcements, and updates.
- Responded to messages and inquiries, helping improve engagement and community trust.
- Assisted with campaign execution by sharing updates and monitoring basic engagement trends.
- Contributed to visible community growth through consistent posting and interaction.

Sales Representative

Fadob Pharmacy - Physical

May 2021- October 2021

- Assisted customers daily with product selection and inquiries, ensuring excellent service.
- Handled sales transactions and maintained accurate sales and inventory records.
- Provided basic guidance on product usage and safety.
- Supported daily store operations, including restocking and organization.

VOLUNTEER ACTIVITIES

Member, Junior Chamber International

February 2021 - Present

Junior Chamber International (JCI) is a global non-profit organization for young active citizens aged 18–40. It focuses on developing leadership skills, promoting entrepreneurship, and fostering social responsibility..

Member, Friends of Nature

October 2023- July 2024

Friends of Nature is a non-profit environmental organization dedicated to conserving natural ecosystems and promoting sustainability. It engages communities through education, advocacy, and field programs to raise awareness about biodiversity and climate change.

SKILLS

General assistant	Virtual	Administrative Support	Data Entry & Basic Entry	Customer service	Record Keeping
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INTERESTS

Nature	Cryptocurrency	Music	Photograph
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LANGUAGES

English - Expert	Yoruba - Conversational	Japanese - Beginner
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