

# JOHN UVIETAIRE

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## SUMMARY

Detail-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

**May 2021- October 2021**

**Fadob Pharmacy** - Physical

- 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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