

VICTORIA WISDOM GREEN

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CAREER SUMMARY

Adaptable professional with a strong background in Administrative Support, HR, and Operations support, with experience in recruitment, employee engagement, and team coordination. Skilled in confidentiality, talent sourcing and screening, communication, collaboration, and using technology to improve efficiency. Passionate about building people-centered solutions that enhance team performance and employee experience. Eager to contribute to forward-thinking organizations while advancing a career in Human Resources and People Management.

SKILLS

Industry Skills:

- Administrative & Executive Support: Calendar Management • Meeting Coordination • Minute Taking • Documentation & Record Management • Confidential Data Handling.
- Operations & Reporting: Data Entry • Report Preparation (Weekly & Monthly) • Inventory Tracking • Process Improvement • Workflow Coordination

Soft Skills

- Leadership and Team collaboration.
- Problem-Solving
- Time Management
- Confidentiality & Integrity
- Communication
- Adaptability

Technical Skills

- Microsoft Office Suite: Word, Excel, PowerPoint
- Collaboration Tools: Zoom, Slack, Google Workspace
- Task management Tools: Trello, Asana, Notion
- Data Management Tools: Google Sheets, Docs

WORK EXPERIENCES

People Operations Assistant - Internship

Staffle HR and Recruiting | Remote | May 2025 – Oct 2025

- Managed full-cycle HR and recruitment processes, reducing time-to-hire by coordinating seamless onboarding for new staff and streamlining internal communication.
- Supported recruitment by reviewing résumés, posting job ads, and managing core parts of the hiring process.
- Improved candidate and client engagement by acting as the main liaison for inquiries, resolving issues promptly, and managing a comprehensive talent pool and client database.
- Collaborated cross-functionally with a remote HR team, ensuring 100% on-time completion of critical HR tasks and projects.
- Streamlined daily operations by coordinating internal communications, managing task tracking, and organizing digital records, increasing team efficiency by 80%.
- Provided essential administrative support to creative teams (Social Media, Content, Design), facilitating timely execution of task and deliverables.

Quality Assurance - Administrative Assistant (NYSC)

JOF Nigeria Limited | Lagos, Nigeria | Oct 2024 – Jul 2025

- Provided comprehensive administrative support, ensuring smooth daily office operations.
- Managed the calendar and scheduling for 1 senior executive, coordinating meetings and priorities effectively.
- Handled daily data entry and prepared weekly and monthly operational reports using Microsoft Excel and internal systems, maintaining 98–99% data accuracy.
- Coordinated documentation for team activities and inventory tracking, ensuring accountability, traceability, and easy retrieval.
- Designed and implemented structured physical and digital filing systems, reducing document retrieval time by approximately 30% while maintaining strict confidentiality.
- Scheduled and coordinated one executive-level meeting per week, prepared agendas, and accurately recorded and distributed meeting minutes.
- Supported the Quality Assurance team with compliance checks and reporting, contributing to a successful quarterly audit.

EDUCATION

- B.Sc. Biochemistry
Rivers State University of Science and Technology, Port Harcourt, Nigeria | 2019 – 2025

CERTIFICATIONS, TRAINING & MEMBERSHIP

- International Executive Diploma in Human Resource Management – LPMV (2025)
- Virtual Assistant Certification – ALX (2025)
- Health, Safety & Environment (HSE) Levels 1, 2 & 3 – WSO (2024)
- National Youth Service Corps (NYSC) – Completed (2025)