

# VICTORIA ALAYEMIE

## Administrator

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### Victoria Alayemie

- 12 Messiah Road, Okochiri  
Okrika, Rivers State
- B78 Opolo Housing Estate, Yenagoa, Bayelsa State.

08052032379, 08101599127

[vicky2ria@gmail.com](mailto:vicky2ria@gmail.com); [bestvictoria82@yahoo.com](mailto:bestvictoria82@yahoo.com)

LinkedIn Profile: <https://www.linkedin.com/in/victoria-alayemie-65802522b>

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### Objectives

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Dedicated and highly organized professional with extensive experience in administration, seeking to leverage strong organizational, communication, and multitasking skills in a remote Virtual Assistant role.

Proven ability to manage administrative tasks efficiently and support executive teams to enhance operational productivity.

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### Experience

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#### Funakpo Academy/ Head of Administration

August 2023 – PRESENT Okutukutu, School road,, Yenagoa,, Bayelsa.

- Managed daily administrative tasks and ensured smooth operations.
- Supervised administrative staff and conducted performance reviews.
- Communicated with staff, students, and parents, resolving issues promptly.
- Organized school events, including meetings and extracurricular activities.
- Maintained student attendance and staff records.
- Assisted in budget preparation and monitored expenditures.

#### Funakpo Academy / Vice Principal (Admin)

September 2021 - July 2023, Okutukutu, School road, Yenagoa,, Bayelsa.

- Helped develop and implement school policies.
- Supervised and mentored administrative staff.
- Coordinated different departments for smoother operations.
- Managed crises and made quick decisions.
- Acted as a main point of contact for staff, students, and parents.

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## Education

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### University of Port Harcourt /B.Sc Human Physiology

October 2011 - February 2016, Port Harcourt, Rivers State

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## Professional Development

### Allison / Diploma in Business Administration (in view)

June 2024 - Present, ONLINE

### Alx / Virtual Assistant (in view)

July 2024 - Present, ONLINE

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## Skills

- Administrative: Office management, scheduling, and correspondence.
- Communication: Strong verbal and written skills.
- Organization: Excellent at prioritizing tasks and managing time.
- Technical: Proficient in Microsoft Office and Google Workspace.
- Problem-Solving: Skilled at identifying and solving issues.
- Customer Service: Great interpersonal skills with a customer-focused approach.
- Adaptability: Quick to learn new tools and technologies.
- Grit: Demonstrated perseverance and passion for long-term goals.
- Teamwork: Effective collaborator with colleagues.
- Attention to Detail: Meticulous in handling records and tasks