

## Chinasa Chibuzor

Virtual Assistant

+2349033072925

Lagos, Nigeria

[chinasaloveth001@gmail.com](mailto:chinasaloveth001@gmail.com)

<http://linkedin.com/in/lovethchinasa>

## EDUCATION

OND, Lagos State Polytechnic

April 2024, 3.35

## TECHNICAL & SOFT SKILLS

- Google workspace
- Microsoft Excel
- Jira
- Trello
- CapCut
- Team management
- Verbal and written communication
- Strategic planning
- Project Coordination
- Confidentiality

## INTERESTS

Nature/wildlife conservation , Reading, Music, Regional development, Women empowerment.

## LANGUAGES

English - Fluent

Igbo - Native

## SUMMARY

- Detail-oriented virtual assistant with expertise in calendar management, scheduling, email management, project coordination, itinerary planning, and data entry.
- Proven ability to streamline processes and enhance productivity while maintaining a high level of organization.
- Strong communication skills and a proactive approach to problem-solving.
- Committed to supporting clients effectively and efficiently in achieving their goals.

## WORK EXPERIENCE

### Virtual Assistant

Freelance

March 2023 - Present

- Provides administrative support, including calendar management, email correspondence, and scheduling.
- Assists with project management tasks, ensuring deadlines are met.
- Conducts data entry and maintain organized records.
- Supports clients by managing itineraries and optimizing workflows for increased efficiency

## VOLUNTEER WORK

### Volunteer, Mackies Tech Hub

Remote  
2024

October 2023 - June

- Assists with administrative tasks, including data entry and email management, to support organizational goals.
- Helps coordinate events and manage schedules for team members.
- Collaborates with team members to improve

processes and enhance communication.