

OKORIE JOSHUA OKECHUCKWU

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SUMMARY

Highly organized and adaptable Administrative Professional with a background in Philosophy and over three years of experience providing executive support, remote assistance, and operational coordination. Skilled in office administration, facility support, team scheduling, communication, and health and safety compliance. Proven ability to manage multiple tasks, support senior executives, and optimize administrative processes in fast-paced, hybrid environments.

CORE COMPETENCIES

- Office & Facility Administration
- Calendar & Email Management
- Executive Support
- Inventory & Resource Management
- Good Organisational Skills
- Team Coordination
- Health, Safety & Environment (HSE) Awareness
- Vendor & Document Management
- Communication & Interpersonal Skills
- Microsoft Office Suite & Google Workspace

WORK EXPERIENCE

Administrative Assistant, AEO Solicitors, Yaba, Lagos.	Apr 2024 - Mar 2025
<ul style="list-style-type: none">• Managed office operations including scheduling, file organization, and client communication.• Ensured smooth running of office facilities and liaised with vendors for repairs and supplies.• Maintained HSE compliance standards across all workspaces.• Prepared meeting briefs and documented proceedings for the legal team.	
Social Media Manager/Virtual Assistant, The Inside Interiors (Remote).	Oct 2023 - Feb 2024
<ul style="list-style-type: none">• Planned, created, and scheduled engaging content across platforms (Instagram, Facebook, LinkedIn, Twitter).• Monitored analytics and insights to optimize performance and audience engagement.• Responded to customer inquiries and comments promptly, maintaining a professional brand voice.• Collaborated with clients to align social strategies with brand goals and target audience.	
Virtual Executive Assistant, The 3ngine Media Company (Remote).	May 2023 - Aug 2023
<ul style="list-style-type: none">• Provided remote executive emails and calendar management support.• Oversaw communication channels and appointment logistics.• Sourced for project collaborators and assisted on projects.• Managed social media presence and content updates to boost engagement.• Compiled reports on brand research specifically in media.	
Virtual Personal Assistant (Remote, Contract), Medside healthcare.	Feb 2023 - May 2022
<ul style="list-style-type: none">• Managed patient follow-ups, appointment scheduling, and digital record updates.• Coordinated virtual meetings and ensured confidentiality in handling sensitive health information.• Oversaw documentation and admission processes for US Veterans.• Handled documentation of meeting minutes.	

EDUCATION

Bachelor of Arts in Philosophy	2022 - 2023
University of Lagos	
<ul style="list-style-type: none">• Relevant coursework in Philosophy.• Second Class	
SSCE	2010 - 2016
Nigerian Navy Secondary School, Ojo, Lagos.	

KEY ACHIEVEMENTS

- Improved administrative task turnaround time by 35% at AEO Solicitors through streamlined filing and scheduling systems.
 - Supported executive-level clients across multiple time zones, ensuring 100% on-time task delivery and coordination.
 - Played a key role in maintaining operational continuity for a fully remote executive team.
 - Assisted in preparing a facility audit checklist, ensuring 100% HSE compliance in office operations.
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LEADERSHIP EXPERIENCE

- Sport Secretary - National Association of Philosophy Students | 2021
 - Sport Captain Team - Nuga Games | 2022
 - Virtual and Remote Leadership
 - Communication, mentoring and Volunteering.
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CERTIFICATIONS

- Advanced Social Media Management – Alison | 2024
 - Understanding Research Methods – University of London | 2024
 - How to Become a Virtual Assistant – ALX | 2024
 - Level 1 & 2 Awards in Health, Safety & Environment | 2023
 - Office Administration – Oxford Home Study Centre | 2022
 - Working as a Virtual Assistant – Alison | 2022
 - Soft Skills Training – Jobberman | 2021
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ADDITIONAL INFORMATION

- **Languages:** Proficient in English.
- **Reference:** Made Available on Request