



EGHAREVBA ODOSA

VIRTUAL ASSISTANT

I am a virtual assistant with in-depth experience in administrative and executive support, email/ calendar management and more. I'm an enthusiastic individual with superior skills in both team based and independent capacities.

CONTACT



odosaab@gmail.com



<https://www.linkedin.com/in/odosaa-egharevba-68634a248?>

EDUCATION

2016-2022

University of Benin

Bachelor of Agriculture

CERTIFICATIONS

- Career Essential in Administrative Assistance by Microsoft and LinkedIn
- Must have skills(training) for Virtual Assistants
- Virtual Assistant Training Handbook
- Google Calendar: Virtual Assistants
- Others available upon request

SKILLS | EXTRAS

- Data Entry/Online Research
- Email Management
- Calendar Management
- Appointment Scheduler
- Social Media Management
- Travel Arrangement
- Light Bookkeeping

WORK EXPERIENCE

Graduate Assistant

LeishTon Consulting and Board Governance, 2023-2024

Consulting and Online Research . Data Entry. PowerPoint Presentation Slides. PDF to PowerPoint data entry. PDF to Word data entry. PDF to spreadsheet(Google,Microsoft) data entry. Financial data entry. Lead generation. Email marketing. Web Research. Database Management. Light Bookkeeping

Administrative Assistant

Grace Edge Ministries, 2016 - 2023

Scheduled and coordinated meetings and events.Email Management. Conducted research and gathered the information for various projects.Handling administrative tasks such as data entry, bookkeeping, budgeting, and record-keeping. Travel arrangement for the CEO.

Virtual Assistant

Tech Energy, 2017-2018

Instagram Content Scheduler.Customer Service: Problem solving and Troubleshooting.Calendar Management. Basic Social Media Management. Canva Designs. Airtable.

Work Portfolio available upon request