

GLORY HENRY JAMES

Administrative Virtual Assistant

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PROFESSIONAL SUMMARY

I'm an Administrative Virtual Assistant who helps busy entrepreneurs and teams bring structure back into their operations. Using digital tools like Google Workspace, ClickUp, Notion, and Canva, I create simple systems that keep calendars organized, communication seamless, and tasks completed ahead of schedule.

CORE COMPETENCIES

- Calendar & Email Management
- Data Entry & Documentation
- Task and Workflow Automation
- Client Communication & Support
- Online Research & Reporting
- Google Workspace & Microsoft Office Suite
- Project Management (ClickUp, Trello, Notion)
- CRM & File Organization
- Meeting Scheduling & Coordination
- Remote Collaboration Tools (Slack, Zoom, Asana)

REMOTE EXPERIENCE

Lead Generation & Marketing Intern | GAOTek Inc. | Remote

- Generated 150 targeted B2B leads daily using LinkedIn and online research tools.
- Sent 30 structured outreach emails per day to nurture prospects and support marketing campaigns.
- Created and published professional LinkedIn posts to increase company visibility and engagement.
- Maintained accurate lead records and contributed to weekly reporting and team updates.

Administrative Virtual Assistant (Freelance Remote)

Digital Skill Hub Community Projects | Remote

- Coordinated and managed over 100+ client requests, ensuring timely responses and accurate documentation across email, chat, and CRM systems.
- Created structured project tracking dashboards using Google Sheets and ClickUp.
- Designed automated templates that saved up to 6 hours weekly.
- Supported virtual meetings through scheduling, agenda preparation, and minute documentation.
- Delivered detailed reports that helped clients track engagement and measure outcomes.

Operations & Administrative Support Assistant | Remote

Independent Client Project

- Organized digital files and streamlined task management, reducing missed deadlines by 45%.
- Managed calendars and coordinated weekly team updates across time zones.
- Improved data accuracy using a double-check verification process.
- Designed branded presentation materials using Canva and Google Docs.

EDUCATION

B.Ed. Environmental Education — University of Calabar

CERTIFICATION

Administrative Virtual Assistance & Remote Work Systems — Digital Skill Hub Community

TOOLS & TECHNOLOGIES

Google Workspace, Microsoft Office Suite, Canva, Trello, ClickUp, Notion, Zoom, Slack

ACHIEVEMENTS

- Reduced client response delays by 40% through improved communication systems.
- Built efficient task■tracking dashboards used by multiple clients.
- Recognized for clear communication, detail orientation, and proactive problem■solving.