

Murphy Collins

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Portfolio: murphycollins.github.io | GitHub: github.com/murphycollins

Professional Summary

Reliable and detail-oriented Virtual Assistant with 6+ years of experience supporting executives, managing operations, and streamlining workflows. Skilled in administrative support, data analysis, and client communications. Tech-savvy with expertise in productivity tools, CRM platforms, and automation. Known for adaptability, problem-solving, and delivering high-quality work with a client-first approach.

Core Competencies

- Inbox & Calendar Management
- Scheduling & Task Coordination
- Research & Documentation
- Data Entry & Reporting
- Microsoft Office & Google Workspace
- CRM & Project Tools (Asana, Trello, Notion)
- Communication & Client Support
- Tech-Savvy Assistance (Automation, Website Updates, AI Tools)

Professional Experience

Virtual Assistant / Data & AI Engineer — Harrifmoore Energy, Kaduna (July 2024 – Present)

Managed reporting dashboards, supported client relations, and coordinated scheduling & documentation.

Business & Software Analyst — Harrifmoore Ventures, Kaduna (Feb 2023 – Jun 2024)

Redesigned reporting systems, conducted market research, and supported executives with admin tasks.

Operations & Back-End Analyst — Bridgeport Tech (Remote) (Dec 2021 – Jan 2023)

Provided executive reports, coordinated operations across time zones, and supported backend workflows.

Highlighted Projects

- AI Chatbot for Customer Support – Built a digital assistant to improve response times and client satisfaction.

- Customer Churn Analysis – Created retention strategies from predictive models, helping businesses save clients.
- E-Commerce Dashboard – Developed a user-friendly platform for tracking orders, sales, and customer engagement.

Education

University of the People – Bachelor of Science in Computer Science

University of the People – Associate of Science in Computer Science

Certifications

- Google Data Analytics Professional Certificate
- Google Advanced Data Analytics Certificate
- AI-Enhanced Data Analysis
- (Planned: AWS Solutions Architect, TensorFlow Certificate)