

Nelly Longesele

Environmental Health Practitioner & Virtual Assistant

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Summary

- Successfully transitioned environmental and project management skills into virtual assistance services, providing top-notch client support and task coordination.
- Known for efficient organization, clear communication, and a proactive approach, I bring experience in client support, task prioritization, and data management.
- Proven ability to enhance workflow, ensure timely responses, and build professional relationships with clients.

Experience

Virtual Assistant | Freelance | Remote

July 2023-present

- Email & Calendar Management: Organized and prioritized emails for 5+ clients, achieving a 35% reduction in response time through effective labeling, filtering, and calendar coordination.
- Document Preparation & Research: Supported clients with comprehensive research and documentation tasks, producing high-quality reports and presentations, resulting in a 20% increase in client satisfaction.
- Client Communications & Task Prioritization: Streamlined communication and task prioritization systems, reducing client follow-ups by 40% and improving task completion time by 30%.

Executive Assistant to Environmental Consultancy Firm | Green Solutions Ltd. | Nairobi, Kenya
2023

June 2021 – July

- Applied environmental knowledge and project management expertise to executive support for an environmental consultancy, assisting with high-stakes projects and client relations.
- **Project Documentation & EIA/ESIA Reports:** Conducted research and compiled detailed EIA/ESIA reports, consistently meeting 100% of deadlines, which contributed to a 25% increase in project approvals by regulatory agencies.
- **Calendar & Meeting Coordination:** Managed scheduling and logistics for 10+ environmental impact assessments per month, resulting in a 50% improvement in project time management.
- **Client Relationship Management:** Enhanced client engagement by organizing and maintaining detailed project records, leading to a 30% increase in repeat business for the firm.

Education

Bachelor of Science in Environmental Science (Environmental Health)

University of Eldoret, Kenya

31st March 2022

Skills

- **Administrative:** Email and calendar management, task prioritization, client communication
- **Technical:** Microsoft Office Suite, Google Workspace, Zoom, Slack, Project Management Software
- **Research & Reporting:** Data collection, report preparation, presentation development
- **Client Relations:** Client support, task coordination, relationship building

Certifications

- Virtual Assistant Training Program.
- Project Management Fundamentals
- Environmental Impact Assessment
- Certified Academic Writer