

# OKORIE-ORUH BLESSING CHINONYE

## Virtual Assistant | Administrative & Online Support

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### SKILLS

#### Administrative & Virtual Support:

Email Management • Calendar Scheduling • Data Entry • Internet Research • File Organization • Document Formatting

#### Communication & Client Support:

Professional Communication • Customer Support • Chat & Email Handling • Time Management

#### Social Media & Content Support:

Social Media Assistance • Canva Design • Content Formatting • Basic Post Scheduling

### EXPERIENCE

#### Virtual Assistant (Freelance / Remote)

##### Self-Employed | 2023 – Present

- Delivered administrative and virtual support to online clients and small businesses
- Organized emails, calendars, and digital files to improve daily workflow
- Performed internet research, data entry, and spreadsheet management using Excel and Google Sheets
- Supported social media activities, content formatting, and basic design using online tools
- Maintained clear communication with clients and consistently met deadlines

#### BabTech Computers – Intern

##### May 2022 – October 2022, Lagos, Nigeria

- Supported daily administrative operations and record management
- Performed data entry and documentation tasks with attention to accuracy
- Worked with computer systems and office tools in a structured office environment

### CERTIFICATIONS & TRAINING

- Excel Fundamentals for Data Analysis
- Excel Skills for Data Analytics and Visualization
- Excel Power Tools for Data Analysis
- Data Visualization in Excel
- Foundations: Data, Data, Everywhere
- Automation Business Analysis – Concepts and Principles
- HTML, CSS, and JavaScript for Web Developers

### TOOLS & PLATFORMS

Google Docs • Google Sheets • Google Calendar • Microsoft Excel • Canva • Grammarly • Zoom • File Management Systems