

Ogechi Nwachukwu

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Professional Summary

Dynamic and detail-oriented creative professional with a strong background in content creation, digital communication, and customer support. Experienced in working independently on remote tasks, delivering ghostwritten content, and managing online brand communication. Passionate about storytelling, accuracy, and enhancing user experiences through meaningful digital interactions.

Professional Experience**Freelance Ghostwriter & Content Creator**

Remote | 2022 – Present

- Delivered over 50 ghostwritten academic and blog-style content pieces for clients globally.
- Collaborated with local vendors to create compelling social media content and marketing captions.
- Managed deadlines, edits, and content briefs independently.

Virtual Assistant (Freelance)

Remote | 2023 – Present

- Supported small business owners with data entry, email responses, and social media scheduling.
 - Handled Excel and Google Sheet tracking for inventory and client follow-ups.
 - Provided chat-based customer support using templates and clear, empathetic messaging.
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Education**Bachelor of Arts in History & International Studies**

University of Benin, Nigeria

Graduated February 2025

Certifications - From Likes to Leads: Interact with Customers Online (Coursera)

- Foundations of Digital Marketing & E-Commerce (Coursera)
 - Introduction to Psychology (Yale via Coursera)
 - Attract & Engage Customers with Digital Marketing (Coursera)
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Skills

- Content Creation & Ghostwriting
- Social Media Management
- Virtual Assistance & Customer Support

- Data Entry & Spreadsheet Management
 - Remote Collaboration
 - Attention to Detail
 - Written Communication
 - Digital Marketing Basics
 - Research & Fact Checking
 - Time Management & Self-Motivation
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Target Role

- Copywriter / Creative Writing
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I am eager to contribute my skills and grow with an international, forward-thinking team.