

PATRICK CHIOMA LEONNA

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<https://chioma-portfolio-site.onrender.com/>

SUMMARY

Detail-oriented Virtual Assistant with over three years of experience providing comprehensive support to executive teams and office operations. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow.

[Portfolio →](#)

WORK EXPERIENCE

Administrative Assistant, TOOTS Limited

May 2024 - Present

- Managed executive calendars, schedule meetings, and coordinate travel arrangements.
- Maintained office supplies inventory and order supplies as needed, optimizing cost efficiency.
- Assisted in organizing company events, ensuring seamless execution.

Office Coordinator, Prince Mega Enterprise.

Jan 2022 - Dec 2023

- Provided administrative support to a team of 20+ employees, including calendar management, expense reporting, and meeting coordination.
- Acted as a liaison between departments, fostering effective communication and collaboration.
- Assisted in onboarding new employees, facilitating orientation sessions and ensuring compliance with company policies.

Front desk officer, Empress Travel & Tour Travel Agency

Apr 2018 - Dec 2020

- Booking of local and international flight tickets for clients
 - Give travel advice on request to client seeking travel advice
 - Attending to phone calls from clients
 - Create and edit documents using editing tools such as; ms word, and corel draw
 - Design and edit background templates used for company's advertising using Canva.
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EDUCATION

Bachelor of Science

2021 - 2024

Rivers State University

- Major in Animal & Environmental Biology.
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KEY SKILLS

- Office Suite software.
- Data entry.
- Organizational and time management skills.
- Corporate communications.
- Calendar & Email Management.
- Customer service.
- Canva
- Attention to details.
- Fluent in English.