



PATRICK C. LEONA

Virtual assistant

CONTACT ME

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📍 29 Egede Street, Mile 2, diobu,
portharcourt

EDUCATION

Bachelor of science

River state University
2020 - 2024

West African Examination certificate
Godstime comprehensive college

2011-2016

SKILLS

- Design: mastering of canva for creating engaging visual content
- Communication: excellent written and verbal communication skill
- Problem-solving: inquisitive mindset with excellent Problem-solving abilities.
- Flexibility: Ability to work across different time zones; available for travel is needed
- Time Management: expert in time management software, including Notion.

WORK EXPERIENCE

Virtual assistant

2021 - 2023

Prince mega cosmetics

- Manage and create documents, spreadsheets, and presentations using Google Docs, Sheets, and Slides.
- Design visual content and marketing materials using Canva.
- Utilize Notion for efficient project planning and time management.
- Communicate effectively with team members and stakeholders across different time zones.
- Demonstrate initiative in identifying and solving problems to improve workflow.
- Send and receive emails, organise emails into different folder

Front desk officer

Empress travel & tour Ltd.

2017 - 2020

- Book 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
- Utilize Notion to create daily task, and customise database.
- Design and edit background templates used for company's advertising using Canva.

REFERENCES

Okeke Joseph Nnadozie

Driver

Phone: 08037972328

Amarachi okoroh

Business

Phone: 09060262175

