

Deborah Unwueni Ekunke

✉ ekunkedeborah@gmail.com ☎ 07041097804 📍 First Mechanic Street, Alakahia, Port Harcourt

🔗 <https://deborah-ekunke-virtual-assistant.my.canva.site/#portfolio>

🌐 www.linkedin.com/in/deborah-ekunke

PROFILE

I am a highly organized and motivated professional with experience in IT support, content creation, virtual assistance, wordpress and full-stack web development. I bring a versatile skill set that includes full-stack web development, WordPress site management and creating, and administrative support. My background in supporting technical teams, managing digital content, and streamlining workflows allows me to adapt easily to various roles. I am proactive, tech-savvy and detail-oriented, I am committed to delivering reliable and efficient solutions in both administrative and digital environments.

EDUCATION

University Of Port Harcourt , Microbiology	2018 – 2023 Port Harcourt
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PROFESSIONAL EXPERIENCE

IT Support/Content Writer , Speedlink Hi-Tech Solution	August 2024 – present Port Harcourt, Nigeria
Cashier , Gaszglobal Nig Limited	March 2024 – July 2024 Port Harcourt, Nigeria
Quality Assurance Officer , Compramart Supermarket	August 2022 – January 2023 Lagos, Nigeria

ORGANIZATIONS

Marsellar Medical Laboratory Services , Intern	January 2022 – July 2022 Port Harcourt, Nigeria
Growth House International , Social Media Manager	2022 – 2024 Port Harcourt

SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Data Entry & File Management
- Communication Skills
- Internet research
- Zoom & Online Meeting Tools
- Canva (Graphics & Presentations)
- Basic SEO Principles
- WordPress Website Design & Management
- Administrative Support
- Strong Organizational Skills
- Communication & Teamwork
- Email & Calendar Management
- Attention to detail
- Problem Solving
- Google Workspace (Docs, Sheets, Calendar, Drive)
- Website Maintenance & Updates
- Content Creation & Editing
- Full-Stack Web Development (HTML, CSS, JavaScript, Bootstrap)
- IT Support & Troubleshooting
- Virtual Assistance
- Ability to Multitask
- Time Management

CERTIFICATES

- Certified Social Media Manager
- Certified Full-Stack web developer
- Certified Content Writer
- Certified Wordpress developer
- Certified Virtual Assitant

AWARDS

theARC Global Leadership, Pastor Victoria L. Burse December 2023

COURSES

Virtual Assistant, ALX Africa September 2023 – November 2023
Port Harcourt, Nigeria

Full Stack Web Development, Speedlink Hi-Tech Solution October 2023 – March 2025
Port Harcourt

Social Media management, Skill2scale April 2024 – May 2024
Abuja, Nigeria

Content Writing and Development, Skill2scale April 2024 – May 2024
Abuja, Nigeria

INTERESTS

- Reading
- Volunteering
- Cooking
- Cleaning
- Travelling

LANGUAGES

- English