

# VIVIAN EZENWOSU

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Atlantic gardens estate, Ajah

26-10-2022

Dear Hiring Manager,

I am excited to be applying for the role of a Remote data entry/Virtual Assistant, which was recently posted on linkedIn. I recently completed an e-learning internship with the African Leadership Xelerator Virtual Assistant Program and since I am eager to learn and explore, I am sure that I can handle the work just the way you want me to.

Precisely, my skills lie in effectively responding to emails and phone calls, to provide information or assist with problems. As someone organized and resourceful, I can handle reservations, travel arrangements, and accommodation management. Also, I am well-versed in:

- Performing market research
- Creating research reports for information purposes
- Organizing executive calendars
- Preparing spreadsheets
- Handling data entry work

If hired as a remote data entry/ virtual assistant, I can efficiently type documents, take notes, and schedule and follow up with meetings as well. Additionally, I possess some knowledge of marketing and sales, allowing me to manage blogs, and social media accounts for your organization.

I sincerely hope we have the opportunity to speak further so that I can share more about myself and the unique strengths I would bring to this role.

Thank you for your time and consideration of my application.

Sincerely,

Vivian Ezenwosu

# VIVIAN EZENWOSU

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<https://www.linkedin.com/in/vivian-ezenwosu-829763127/>

## SUMMARY

- Plan, organize, and execute office activities and meetings
- Keeping a maintenance record and filing documents, invoices, and instruction manuals
- Contributing towards the organization and provision of professional development with positive feedbacks

## EDUCATION

**African Leadership University (E-Learning)–** Lagos, Nigeria

**26 September – 28 November 2022**

Executive Virtual Assistant

**Federal University of Technology Akure-** Nigeria

**January 2009 - December 2014**

B.Tech Industrial Chemistry

## WORK EXPERIENCE

**Virtual Assistant (E-learning)**

**African Leadership Program**

**May 2022 - August 2022**

- Created and delivered Travel Pack on Planning, Research and Booking Travel which improved my prioritization and time management skill
- Executed Peer coaching and Support with squad group to build communication and interpersonal skills
- Worked on mini projects in building strong Cover letters and Resumes ; LinkedIn Profile Updates as prospective employees

**Administrative Assistant**

**Topaz nails hair and beauty**

**Apr 2021 - Present**

- Maintained staff records, including salaries and working schedules to improve staff welfare resulting to excellent customer services
- Promoted services, products and discounts on social media through inbound marketing which lead to an overall sales increase

**Affiliate Sales Personnel**

**June 2020 - Present**

**Addies Creative Fabrics**

- Conducted online marketing initiatives, such as paid ad placement and viral marketing campaign website resulting in increased company exposure with customer traffic by 15% and sales boost by 60%
- Identified social media opportunities and leveraged it to increase social media follower base by using promotion and surveys

## **Course Project**

**April 2014 - November 2014**

**Federal University of Technology Akure**

- Led a team of chemists to successfully carry out a project aimed at resolving tooth diseases and decay caused by fluoride in pastes. Non-fluoride medicinal paste received positive feedbacks compared to fluoride pastes with up to 99.99% of germs causing cavities being wiped out

## **Project Management Technology**

**April 2013 - August 2013**

**Federal University of Technology Akure**

- Collaborated with peers to plan and successfully executed project management programs that created a positive impact curbing unemployment for over 2000 students.

## **VOLUNTEER ACTIVITIES**

**N-Power Corp**

**September 2016 - April 2020**

- Skillfully managed administrative responsibilities for the welfare of over 300 students including: maintenance issues, incident reports, room transfers, handling of confidential information and conflict resolution. Received outstanding feedback rating

## **SKILLS**

Verbal and Written Communication Project management Strategic Planning Grit and resilience

## **INTEREST**

Yoga and meditation Volunteering Researching

## **LANGUAGES**

English- fluent