JAMES GOD'SFAVOUR
VIRTUAL ASSISTANT

09165572356

Udo Udoma By G.T.Bank Uyo Akwa Ibom State

workgodsfavour@email.com

EDUCATION

SSCE, VICTOR INTERNATIONAL SCHOOL

2020, PASS

NATIONAL DIPLOMA,FEDERAL POLYTECHNIC UKANA, AKWA IBOM

2023, UPPER CREDIT

CERTIFICATES

Digital Marketing at Alphe Ad Digital

Virtual assistant at Alx Africa

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TECHNICAL SKILLS

- Time Management
- Project Management
- Good Command of English
- Communication
- Problem-solving and adaptability
- Social media management
- Email and calendar management

SUMMARY

Highly organized and detail-oriented Virtual Assistant with hands-on experience in administrative support, Email management and project management. Adapt at managing schedules, coordinating communications, and providing exceptional support to ensure smooth operations. Seeking to leverage my skills and experience to contribute effectively as a Virtual Assistant for your team at Multi Level Boost.

WORK EXPERIENCE

Project Manager 2024 - Jan.2025

FutureLabs, No 72 Chubb3 Ikot Ekpene

My role at FutureLabs; I managed schedules, coordinated communication, and executed events, developing strong organizational and administrative skills and also liaise with partners, maintaining project documentation, and ensuring timely follow-ups on action points

Virtual Assistant 2024 - PRESENT

- Managed and maintained calendars, appointments, for clients.
- Responded to emails, inquiries, and customer concerns promptly and professionally.
- Conducted online research and compiled data to support client projects and decision-making.
- Assisted with document preparation, proofreading, and data entry tasks.

- Data entry and research expertise
- Proficient in administrative tools

VOLUNTEER WORK

- Manage schedule and calendar, plan Events and create a meeting.
- Wrote a proposal.
- Manage Futurelabs social media Accounts.
- Manage Futurelabs Emails and respond to emails