



# NGOZI NJOKU

VIRTUAL ASSISTANT



## SKILLS SUMMARY

- Project Management
- Appointment Setting
- Social Media Marketing
- Internet Research
- Cold Calling
- Email Management
- Digital Marketing

## TOOLS

- Asana
- Google Workspace
- Microsoft Office
- Hubspot
- Meta Business Suite

## PERSONAL PROFILE

An **Executive Assistant** with 3 years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

## WORK EXPERIENCE

### EXECUTIVE VIRTUAL ASSISTANT

#### Oriri Foods | 2023 - Present

- Maintained positive work ethic and commitment to providing excellent service.
- Improve operations efficiency and customer satisfaction.

### PROJECT MANAGER

#### Minnie Lee Realty | 2022 - 2023

- Team Management
- Prepared detailed reports
- Organizes and plans projects

#### Ferdie Marie Solutions | 2021 - 2022

- Social Media Management
- Community Engagement
- Community Networking
- Facebook Ads

## EDUCATION HISTORY

### Women Techsters Fellowship

- Product Management