

ONYEBUCHI OKORO

PERSONAL ASSISTANT



09038507724



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Lagos, Nigeria

EDUCATION

Bachelor of Arts in English and Literary Studies

Imo State University, Owerri, Imo State

(2014 - 2018)

CERTIFICATIONS

- Google Certified - IT Support (2021)
- Virtual Assistant cert (2023)
- Microsoft Administrative cert 2024

SKILLS

CORE COMPETENCIES

Executive Calendar & Email Management

Travel & Meeting Coordination

Communication & Confidentiality

Document Preparation & Filing

Microsoft Office & Google Workspace

Remote Work Tools: Zoom, Slack, Trello, Notion

Time Management & Multitasking

Professional Writing & Reporting

Customer Support & Relationship Management

Social Media Management

PROFESSIONAL SUMMARY

Detail-oriented and proactive personal Assistant with a strong background in administrative support, communication, and coordination. Skilled in managing executive calendars, travel logistics, internal communications, and confidential documentation. Highly organized, tech-savvy, and experienced in supporting C-level executives in fast-paced, remote and hybrid work environments. A natural leader and team player with a background in English & Literary Studies, cybersecurity awareness, and customer relations.

WORK EXPERIENCE

Blue Wall Nigeria Limited, Lagos State Executive Assistant

2022 - 2024

- Provided IT support for remote teams, resolving system and software issues.
- Provided executive-level administrative support to clients across various industries.
- Scheduled meetings, managed emails, and coordinated daily workflows for executives.
- Handled confidential data with discretion and maintained effective communication across virtual teams.
- Created reports, formatted documents, and organized project files for easy collaboration.
- Utilized Trello and Notion for task management and Google Workspace for documentation.

Nigerlink Solutions Limited, Lagos State Executive Assistant

2021 - 2022

- Handled customer service, processed orders, and managed vendor communications.
- Scheduled deliveries and ensured customer satisfaction across all orders.
- Created social media content and managed responses, increasing online visibility.

LANGUAGE

- English

REFEREE

Available on request.

- Passionate about learning emerging social media,IT and cybersecurity trends.
- Available for remote and on-site executive assistant roles.

QuickSell Enterprises, Lagos State

2020 - 2021

Executive Assistant

- Managed records, typed reports, and supported staff with administrative duties.
- Provided high-level administrative support to senior executives, managing calendars, scheduling meetings, and coordinating travel arrangements across multiple time zones.
- Assisted in project management tasks, tracking deliverables, meeting deadlines, and maintaining clear communication across departments.
- Handled sensitive information with discretion and maintained professionalism in all interactions.

PROJECTS & INITIATIVES

Virtual Office Optimization Project

Role: Team member | Dec 2022 – Mar 2024

Initiated and led a project to streamline communication and workflow tools for a remote executive team.

Introduced automated scheduling tools (Calendly + Google Calendar) to improve time management and minimize scheduling conflicts.

Resulted in improved executive productivity and clearer team collaboration protocols.