

NSEOBONG. M. EKONG

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VIRTUAL ASSISTANT

SUMMARY

- Highly organized and detail-oriented virtual assistant with 3 years of experience and a proven track record of providing exceptional administrative support to executives and entrepreneurs.
 - Proficient in various collaborative and project management tools.
 - Possess strong communication, interpersonal, and problem-solving skills
 - With the ability to meet tight schedules and on time
 - Open to learning and committed to contributing to the growth of the organization
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SKILLS

- Calendar Management
 - Travel Booking
 - Microsoft Office
 - Google Suite
 - Exceptional Customer Service
 - Email and Correspondence Handling
 - Strong Research and Analysis
 - Project Management
 - Social Media Management
 - Graphics Design(Figma and Canva)
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PROFESSIONAL EXPERIENCE

Rayvo Travels Limited

2022-2023

Front Desk Personnel/Administrative

- Welcome guests and clients
- Handle customer complaints
- Schedule and book an appointment
- Carried out administrative duties
- Maintain printers and other office equipment
- Typing documents and filling out online forms
- Work collaboratively with the director and other team members

REAL ESTATE FIRM(OIG) Lekki, Lagos

2020-2021

Front Desk Personnel/Administrative Assistant

- Managed conference and meeting room bookings internally
- Provided confidential administrative assistance to the branch manager

- Maintained all general office supplies
- Managed social media accounts, creating engaging content and engaging with followers

HOLWAY COMMERCIAL VENTURES LIMITED

2018-2019

Virtual Assistant

- Provided comprehensive administrative support to multiple executives including calendar management, email correspondence, and document preparation
- Coordinated travel arrangements including booking flights, hotels, and ground transportation
- Supervise all outsource-staffs and divide responsibilities to ensure performance
- Fielding Telephone Calls, receiving and directing visitors, answering and attending to inquiries

ACADEMIC CREDENTIALS

Education - B.Sc (Computer Science, LES COURS SONOU UNIVERSITY INSTITUTE Republic of Benin, Cotonou, 2017)

Certifications - Virtual Assistant Online Course Certificate, 2024
National Youth Service Corps, Certificate of Discharge, 2019

VOLUNTEER EXPERIENCE

Consolar(Remote),

May 2023

UI/UX Designer(volunteer)

- Designed mobile and desktop screens
- Designed and developed navigation components
- Implemented web-based user interfaces using HTML, CSS, and jQuery
- Support the design team in designing flyers for social media posts
- Carry out user persona and empathy map for every project.

LANGUAGE

- English

- References and other documents available upon request-