

Josephine Okonkwo

Administrative Assistant

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Anambra, Nigeria.

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EDUCATION

Bsc, Nnamdi Azikiwe university Awka

2019-2024

Virtual Assistant internship

Alx Africa

2022-2022

SKILLS

1. Calendar management, appointment scheduling, and meeting coordination.
2. Document preparation, editing, and presentation design
3. Accurate record-keeping and database management
4. Professional handling of incoming calls and emails, directing inquiries
5. Assisting with travel arrangements and expense reporting
6. Ability to work independently without supervision
7. Strong time management and task prioritization skills

SUMMARY

As your go-to virtual assistant, I excel in managing diverse tasks, allowing you to focus on critical decision-making, and nurturing essential relationships with clients and collaborators.

My purpose is clear - to deliver exceptional administrative assistance, enabling your success, boosting your productivity, and fostering a harmonious work-life balance for you.

WORK EXPERIENCE

Virtual Assistant

2022 - 2022

Alx Africa, Remote

1. Project management
2. Create travel itineraries
3. Time and calendar management
4. Inbox management and mail merging
5. Ad Hoc administrative tasks

Administrative virtual assistant

2022 - PRESENT

Upwork, Remote

1. Manage diary and schedule meetings and appointments.
2. Data scraping and data entry from PDFs, scanned documents and images, word documents
3. Travel planning and booking of hotels, restaurants etc
4. Web research and web scraping
5. Handle requests and queries appropriately

VOLUNTEER WORK

Volunteermatch

- Crowddoings Operations Virtual Administrative Assistant Volunteer
- 2023-PRESENT