

MARY O. ONUOHA

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SUMMARY

I'm a highly adaptable and motivated virtual assistant with over 3 years of experience in administrative support and project management. I am skilled in building effective working relationships with clients and staff and committed to professional and personal excellence.

EXPERIENCE

AW CONGLOMERATE, USA — *Virtual Administrative Assistant* Oct 2023 - PRESENT

My responsibilities as an Admin Assistant include: Efficiently managing executives' calendars, scheduling and coordinating meetings, appointments, and travel arrangements as needed. Prepare and organize documents, reports, presentations, and correspondence for executives. Coordinate and attend meetings, take minutes, and ensure action items are documented and followed up on.

Ascelearn Digitals, Nigeria — *Virtual Administrative Assistant*

July 2021 - September 2023

I was responsible for Monitoring and managing emails, correspondence, and phone calls on behalf of the executive, ensuring timely response and follow-up. Coordinate and attend meetings, take minutes, and ensure action items are documented and followed up on. Conduct research and provide necessary information to executives to facilitate decision-making.

E-Business Hub NG, Nigeria — *Executive Virtual Assistant*

February 2019 - August 2021

I was acting as a main point of contact for internal and external stakeholders, maintaining professionalism and confidentiality. Also assisting executives with day-to-day tasks, such as expense management, data entry, and filing. Coordinate and attend meetings, take minutes, and ensure action items are documented and followed up on.

EDUCATION

Imo State University Owerri, Nigeria — *B.Sc Chemistry*

Year 2010 - Year 2014

SKILLS

Data Entry
Email Communication
Task Coordination
Google Workspace
Effective Communication
Time Management
File Management and Maintenance
Scheduling
Book Keeping

CERTIFICATIONS

- **Allison Virtual Assistant Certificate**
- **Jobberman Soft Skills Training Certification**
- **Jobberman Financial Literacy Training Certification**

LANGUAGES

English and Igbo