

# Virtual Assistant Lawrence Ezealor

## CONTACT

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## PROFILE SUMMARY

Highly skilled and versatile professional with expertise in Smart contracts, virtual assistance, voice-over artistry, and violin performance. Proven track record of delivering exceptional customer support and driving success in projects through a unique blend of creativity, technical proficiency, and a customer-centric approach.

## EDUCATION

2012 - 2015  
NNAMDI AZIKIWE UNIVERSITY

- Human Kinetics and Health Edu.

2024 - 2024  
WEB3BRIDGE

- Smart Contract Developer

## WORK EXPERIENCE

**Hubsixty coworkspace** 2023  
Frontdesk

- As a Front Desk Representative at HubSixty Cowork Space from August to December 2023, I welcomed members and visitors, managed inquiries, and provided information. I handled membership applications, meeting room reservations, and account management. Additionally, I resolved member issues and supported community events to enhance the coworking experience

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Effective Communication
- Critical Thinking

**Web3bridge** 2024  
Smart contract developer

- During my internship as a Smart Contract Developer at Web3Bridge from January to April, I developed and tested smart contracts on blockchain platforms. I collaborated with the development team to design decentralized applications (dApps) and conducted code reviews to ensure security and functionality. Additionally, I participated in debugging and optimizing smart contracts, contributing to the overall success of various blockchain projects

**ONFIRE STUDIOS** 2024  
Personal Assistant

- As a Personal Assistant to the CEO at ONFIRE STUDIOS from August till date, a company specializing in video editing, I managed the CEO's schedule, coordinated meetings, and handled communications. I assisted with administrative tasks, organized travel arrangements, and supported daily operations to ensure efficiency. Additionally, I facilitated project management and contributed to the smooth execution of video editing projects

## LANGUAGES

- English: Fluent
- German: Basics