
Ugbobor Courage

Virtual Assistant

12 Ekoma Street, Oluku

Benin City

(+234) 706-739-1746

ugboborkacy@gmail.com

Hard-working and self-motivated virtual assistant with experience in website design, graphics design, social media management and various administrative tasks such as calendar management, email management, schedule development, customer support e.t.c. Able to focus on work without need for supervision.

SKILLS

- Organizational Skills
- Great Communication Abilities
- Able to identify problems, find solutions, and take initiative.
- Technical skills (Proficient in a variety of software applications such as Google Workspace, email management platforms, social media scheduling software).
- Adaptability
- Attention to details to ensure accuracy and quality in task given
- Flexible and adaptable to changing priorities and requirements.

EXPERIENCE

DevHub Limited (Remote) - *Graphic Designer and Content Creator*

SEPTEMBER 2022 - FEBRUARY 2023

- Created and managed engaging content calendars across various social media
- Designed engaging visual content for various social media platforms (e.g., Facebook, Instagram)
- Utilized design software (e.g., CorelDraw, Canva) to create and edit graphics.
- Created and maintained brand guidelines for social media content.
- platforms (e.g., Facebook, Instagram)

Toonway Tech (Remote) - *Administrative Virtual Assistant* APRIL 2023 -

JUNE 2023

- Managing phone calls and emails
- Scheduling appointments

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- Designing slides for presentation

Senux Limited (Remote) - Social Media Manager and Graphic Designer

JUNE 2023 - NOVEMBER 2023

- Developed and implemented social media strategies aligned with brand objectives and target audiences.
- Responded to inquiries and requests from followers on social media platforms.
- Created and managed engaging content calendars across multiple platforms.
- Utilized social media analytics tools to track performance, measure results, and identify trends.
- Designed engaging visual content for various social media platforms (e.g., Facebook, Instagram)
- Developed and implemented a consistent visual identity across all social media platforms.
- Utilized design software (e.g., CorelDraw, Canva) to create and edit graphics.

Digihub Tech , Benin City, Nigeria- Frontend Developer (Intern)

MAY 2023 - PRESENT

- Developing mobile-friendly UI
- Working with WordPress and other CMS
- Using WordPress themes and plugins to build and design mobile-friendly website
- Building website with HTML, CSS, JavaScript, Bootstrap, jQuery, ReactJS
- Web hosting and maintenance

TOOLS

- Google Workspace
- Zoom
- Microsoft Office
- Canva & CorelDraw
- Slack
- Asana
- Trello
- AI tools (Chatgpt, Google Bard)

EDUCATION

Final Touch International School, Delta State, Nigeria- High School

Diploma SEPTEMBER 2017 - DECEMBER 2022

University Of Benin, Edo State, Nigeria- *Bachelor of Science and
Education* SEPTEMBER 2017 - DECEMBER 2022