

Lauren Uzochukwu

Virtual Assistant

Contact

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LinkedIn

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Skills

Research and analysis

Excellent

Transcription and dictation

Good

Executive presentations

Excellent

Sorting and labeling

Very Good

Filing and data archiving

Motivated student currently working towards degree in Human Physiology. Adept at prepping resources, equipment and materials for research. Extensive background in investigating medical and health related research. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Work History

2022-11 -
2023-06

Online Research

scholarshipinfoguide.com /naijatechguide.net, Enugu

- Worked both independently and collaboratively in fast-paced environment.
- Gathered, arranged, and corrected research data to create representative graphs and charts highlighting results for presentations.
- Attended seminars and symposiums to improve overall knowledge and understanding.
- Collaborated with other researchers to develop successful research strategies.
- Reviewed documents and data to identify trends and patterns.
- Collected and analyzed data to improve strategies.
- Developed and implemented techniques for increasing page visits and likes.
- Monitored and evaluated website analytics to identify trends and opportunities for improvement.
- Managed search engine marketing budgets and tracked campaign performance.

2022-02 -
2022-08

Virtual Assistant

ESThub, Enugu

- Executed travel arrangements by researching and booking flights and accommodations.
- Managed electronic and paper filing systems by updating paperwork, maintaining documents, and accurately recording information.
- Coordinated Skype calls across multiple time zones.
- Developed complex reports in Excel for cost reporting.
- Managed CRM input, exports and clean up.

Very Good

Writing reports

Good

Customer relations and communications

Very Good

- Monitored emails, organized inbox, and prioritized messages for supervisor.
- Wrote press releases and posted updates to social media.
- Organized and managed team tasks using Trello and Asana.
- Answered and screened calls to provide information, schedule appointments and take detailed messages.
- Facilitated timely delivery of special projects to meet organizational and departmental objectives.
- Recorded new hires, transfers, terminations, changes in job classifications and merit increases to main human resources files.
- Liaised between clients and vendors and maintained effective lines of communication.

2021-03 -
2021-07

Library Student Assistant

Christine Schools, Enugu State

- Checked out and checked in items using library computer system.
- Organized special projects and programs that serviced community needs and improved library's public image.
- Monitored patrons at library entrances and public areas and enforced library policies to maintain peaceful atmosphere.
- Maintained and updated records of current collection.
- Answered general questions in person, by phone and over email.
- Organized returned books and materials and assisted with shelving.
- Accessed library catalog to review ownership and circulation status.
- Checked out and checked in materials to support patron circulation needs.
- Processed receipt of new book, audio visual and computer software inventory.
- Offered basic reference assistance to support information needs.

Education

2019-09 -
2023-10

Bachelor of Science: Physiology

University of Nigeria Enugu Campus - Enugu, Nigeria

Interests

Artificial Intelligence

Writing

Arts

Hobbies

Reading(all genre)

Drawing

Travelling