



## Contact

### Phone

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### Email

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### Address

33 Mufutau Alade Street, Egan  
Igando, Alimosho, Lagos

## Education

2014

### Social Sciences

Federal Government College, Nise

2020

### Legum Bacer

University of Nigeria Nsukka, Nigeria

## Expertise

- Virtual Assistance
- General Admin
- Research
- Legal Drafting
- Google Workspace
- Microsoft Packages

## Language

English

Igbo

# Emmanuel Ilorah

## Researcher

Enthusiastic self-starter with expertise in Microsoft Packages and Google Workspace. Hardworking with pace unmatched. Passionate, Consistent, Creative and exceedingly Smart

## Experience

### 2021 (currently working here)

Zenith Associates, University of Nigeria Bar Association

#### Associate

- ✓ Drafted Legal Memorandum in UNSBA legal debate competition leading to the 3rd position, 2021
- ✓ Served as clerk in same competition, 2021

### 2022 (currently working here)

Law Students' Association Nigeria, UNEC Chapter

#### Bailiff/ Electoral Commissioner

- ✓ Conducted election into House of Assembly for 200 level law students and into the positions of Class Representative and Assistant Class Representative for 200 level law students, ensured that students did not campaign past the time limit, peacefully, 2022
- ✓ Counted votes and rendered satisfactory, true and exact values of votes after elections, 2022
- ✓ Served Court Processes and participated in drafting of LAWSA High Court Rules, 2023

### 2022 (currently working here)

ALX Virtual Assistant Program/ The Room Fellowship

#### Virtual Assistant

- Created travel pack containing necessary info on itinerary, activities, accommodation, and necessary dos and don'ts, 2022
- Scheduled meetings with clients for business purposes using Google Calendar, 2022
- Authored effective surveys using Google forms, 2022
- Created presentations using Google Slides, 2022
- Gathered data into comprehensible tables and charts using Google Sheets, 2022
- Edited refreshable documents using Google Docs, 2021
- Engaged in meaningful communication on Slack and in fellowships, townhall, hangouts and pairings during course of learning, 2021

## Reference

### Joseph Ilorah

Senior Security Manager, DHL

Lagos

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### Christian Kelle

Teacher, Federal Government

College, Nise

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