

# TESSY DOUGHA

Virtual/Executive Assistant

Lagos, Nigeria.

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## SKILLS

Effective Time Management  
Ability to Multi-task  
Client Support  
Customer Service  
Administrative Skills  
Knowledge of office Systems  
Knowledge of Zoom, Slack,  
Google Teams & Microsoft Office  
Tools  
Verbal & Written Communication  
Skills  
Legal Drafting & Review  
Executive Support

## EDUCATION

**2019-2020** - Law School-Yola  
Campus

**2012-2018** - Benson Idahosa  
University, Benin City, Edo State.

**2007-2010** - Queens' College,  
Yaba, Lagos.

**2004-2007**- Federal Government  
Girls' College, Bwari, Abuja.

## HOBBIES

Reading, Traveling, Writing &  
Playing Word Games.

## PROFILE

I am a hard working woman, seeking to use proven skills in listening, communication, leadership, administration and management to meet any organisation's business and legal needs. A Veritable Influencer who thrives on firm challenges and translates visions and strategies into functional, value added goals.

## EMPLOYMENT HISTORY

### **Virtual Assistant, Easy Sky Solutions & Logistics**

January-Present

- Managing multiple administrative projects weekly.
- Promptly replying all emails and telephone calls.
- Proper documentation and storage of all company data and client list.
- Assists with developing communication materials to client, prospective clients and staff including emails, letters, EOI, newsletters etc.
- Reviewing & Vetting of all documents; legal and non-legal.
- Drafting & Signing of all legal documents; contracts, agreements, MOU etc.
- Schedule of meetings & Management of schedule to ensure workflow and meeting up of all deadlines.
- Assist other team members on projects to ensure synergy and organisation.

### **Executive Assistant, Xpech Projects Nig. Ltd.**

February, 2022- November, 2022

- Worked closely with the CEO to provide necessary support to projects at hand.
- Manage CEO Calendar and Schedule Travel Plans & Business Meetings.
- Proper communication and liaison with Clients; including responding to emails, telephone calls and information on desired property on listing.
- Had proper knowledge of all property managed and owned by the company.
- Visited site of construction.
- Prepared Speech, Letters, Minutes of meetings, Memo & Circulars.
- Review & Vetting of all legal/non-legal documents.
- Proper storage and back up of all confidential documents.
- Proffer legal advice to company and liaise with external solicitors.

**Legal Intern/Personal Assistant, Ministry of Justice**

April 2021-January 2022

- Created timely reports of all activities and cases in the office.
- Appearance in Court to assist lead counsel and take down record of proceedings
- Drafting and filing of court processes and documents.
- Researched all relevant laws as applicable to each case assigned to me
- Conducted Client Interview/Pre-trial Conference for clients to enable them give informed testimony in Court.
- Managed Directors Schedule/Diary to keep her abreast with all matters.
- Tracked Client Records and entered into a database to provide progress monitoring.

**Legal Administrative Officer, Imo State High Court  
March 2020-March 2021**

- Established a procedure to conduct legal aid in local communities for indigent persons.
- Proper record keeping and Tracking of all pro bono cases
- Preparation of timely reports to enable the Judge and other Court officers be updated.
- Assist Bailiff and registrars with filing and documentations of all case files/ court documents.

**Legal Extern, SOOB Law**

July 2019-september 2019

- Assisted Senior in Chambers during trial proceedings and in the preparation of court processes.
- Acted as a paralegal to counsels in chambers.
- Attended legal events/seminars and summits to better understand law and its principles.
- Acted as a role model by making other externs feel motivated while maintaining approachable personality.