LOVETH OKWUDIRI

Location: Nigeria
Phone: +2348146914320
Email: lovethokwudiri@gmail.com
Linkedin: https://www.linkedin.com/in/lovethokwudiri

PROFESSIONAL SUMMARY

Expertise in virtual assistant with proficiency in using technology to enhance productivity and committed to upholding highest ethical standards.

SKILLS

- Tools: Proficient in Microsoft Office, Excel, Google Workspace, Trello, Slack, Canva, Medium, Zoom.
- Communication: Strong written and verbal skills
- Time Management: Efficiently juggle multiple tasks
- Agile and Project Management
- Organizational and interpersonal skills
- Confidential and discrete

EXPERIENCES

**Lagos State Waste Management Agency (LAWMA)|Virtual Assistant|
NOV 2022-2023|Lagos- Hybrid**

- Provided information by answering questions and requests.
- Responded to emails, organized and scheduled appointments (Trello) and meetings.
- Booked travel arrangements.
- Handled various administrative tasks such as research, creates presentations using PowerPoint/google slides and data entry using Excel sheets/google sheets.

University of Port Harcourt |Executive Assistant| JAN. 2022 - OCT 2022 |Remote
- Contributed to scientific research and publications, harnessing an analytical approach.
- Collaborated closely with senior researchers, effectively communicating findings and participating in research discussions using Google work space.
- Provided critical support in maintaining digital files, records, and databases, ensuring accessibility and accuracy of information.

EDUCATION AND CERTIFICATION

University of Port Harcourt, Rivers State, Nigeria | B.Sc. Animal and Environmental Biology
CGPA 4.01
Certificate in Virtual Assistant – ALX
Certificate in Administrational Studies - HIGHFLYERS

LANGUAGES

English: Fluent
French: Conversational