



# Moni Omoge

## Virtual Assistant

### About me

I'm an experienced, hardworking and responsible individual with a keen eye for detail. I work well both individually and as a team, and can be relied upon to be punctual, cheerful and driven. I'm always looking for ways to improve myself and to support those around me, and work consistently well under pressure.

## Work Experience

Virtual Assistant  
2021-Present

Performing various administrative tasks, including answering emails, scheduling meetings and making travel arrangements, acts as a customer service representative

Upwork  
2018-2020

Freelancing on Upwork as a content writer, proofreading and writing creative articles for blogs and ghost Writing for authors.

## Education

Bachelor of Education  
Adekunle Ajasin University  
2016

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