

# AUDREY OREDU

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## SUMMARY

- Service-focused professional assistant with experience in Administration and Customer Support.
- Excels in providing exceptional service to clients.
- Passionate about excellent service delivery and client satisfaction.
- Completed an 8-week virtual course in Virtual Assistance from ALX Africa.

## EDUCATION

**Benue State University** – Benue, Nigeria

**October, 2011 – May, 2016**

B.Sc. Biology

## WORK EXPERIENCE

**Virtual Assistant/Voiceover Actor April, 2023 – Date**

**Freelancer/Remote**

- Carrying out administrative tasks such as data entry, internet research, calendar and email management, transcription and editing.
- Voiceover acting for narrations and video ads

**Administrative Officer May, 2018 – March, 2023**

**Man Associates Project Services Ltd – Abuja, Nigeria**

- Collaborated with members of the professional team to plan and successfully execute over 10 major projects in the last four years.
- Skillfully managed administrative responsibilities as part of day-to-day duties with positive feedback.

## VOLUNTEER ACTIVITIES

**Facilitator, Black Health Club Cooperative**

**May, 2022 – Present**

- Enabling individuals maintain good health habits; physically and mentally through health practices, programs, webinars, workshops and hangouts.
- Providing a network for driven individuals with career goals to share ideas, business contacts and educational tips.

## CERTIFICATE(S) OF CONTINUOUS LEARNING

**Cybersafe Foundation - Cyberlearners**  
Cybersecurity / Governance, Risk and Compliance (GRC)

**Africa Leadership Academy (ALX) Africa**  
Virtual Course  
Certification: **Virtual Assistance**

**Cognitive and Behavioural Therapy (CBT)**  
The Academy of Modern Applied Psychology (November, 2019 – April, 2020)  
Certification: **CBT Practitioner**

**Psychology**  
Alison Online Courses  
Certification: **Diploma**

### **SKILLS**

Data Entry and Expense Tracking  
Calendar and Email Management  
Confidentiality  
Minute Writing

Labelling and Filing Documents  
Project Management  
Communication  
Flight Bookings and Hotel Reservations

### **INTERESTS**

Mental Health Awareness

Art and Music

### **LANGUAGES**

English – Native/Bilingual

Spanish – Conversational