

# Samuel Onojiolu Michael

## Virtual Assistant

+234-7014917877

samono878@gmail.com

1 Ekhaton street,  
Evbuomere Benin City,  
Nigeria

### Skills

- Communication
- Time management
- Organization
- Computer software and technology
- Attention to details
- Team work
- Research

### Language

English (Very Good)

## Summary

Highly skilled and organized Virtual Assistant with two (2) years of experience providing administrative support to entrepreneurs, executives, and businesses. Proficient in Google Suite, Microsoft Office, and various productivity tools.

## Education

**Bachelor of Science** 2019-2024  
University of Benin

## Experience

### Data Encoder

NTH Pragmatist October 2016 - August 2017

- Entered data into computer database with high accuracy and efficiency using computer software and technology
- Managed and maintained accurate record and report
- Worked in a team environment to meet goals and deadlines

### Administrative Role

David Adekunle and Co. December 2017 - July 2018

- Assisted executives with administrative tasks, document management, and communication and customer support
- Scheduled and coordinated meetings
- Maintained accurate records and databases

### Tools and Software

- Google Suite
- Microsoft Office
- Trello
- Zoom
- Slack