

Victoria Onu

Email: ojomaonu@gmail.com

Location: Federal Capital Territory, Abuja

Payment Method: Payoneer (USD Accepted)

Professional Summary

Creative and detail-oriented Resume Writer, Canva Designer, and Virtual Assistant. I help individuals and businesses shine online with expert resume writing, LinkedIn profile optimization, flyer design, and admin support. I'm fast, reliable, and focused on quality results.

. SKILLS

Resume & Cover Letter Writing

LinkedIn Optimization

Canva Flyer & Graphics Design

- Virtual Assistance

Data Entry & Web Research

Affiliate Marketing Support

Shopify Product Upload & Description

Social Media Content (basic)

SERVICE OFFERS

Resume + Cover Letter — \$25

LinkedIn Optimization — \$30

Canva Design — \$15

Admin Support / Virtual Assistance — \$20

Shopify & Affiliate Product Help — Custom Pricing

EXPERIENCE

Freelance Resume Writer & Canva Designer (Remote | 2024 – Present)

Created over 30 professional resumes and LinkedIn profiles

Designed marketing materials and flyers using Canva

Helped brands build a professional online presence

Virtual Assistant & Shopify Support (Self-employed | 2024 – Present)

Managed product uploads, edited descriptions, and created promotional content

Assisted small stores with data entry and basic social media tasks

CERTIFICATE

Certificate in Canva Design (Coursera)

Self-trained in Resume Writing, Branding & Remote Freelance Work

Ongoing learning in Digital Skills & Online Marketing

 Payment

Payoneer (USD & International Payments)