

DELIGHT EZEIMOH

Telephone: 08114031785

Location: Lagos, Nigeria

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PROFESSIONAL SUMMARY

Detail-oriented and reliable Virtual and Administrative Assistant with experience supporting business operations and customer engagement in both remote and on-site environments. Skilled in administrative support, email and calendar management, documentation, customer communication, online research, and collaboration tools including Google Workspace, Slack, Trello, and Zoom. Proven ability to multitask, meet deadlines, maintain confidentiality, and support teams effectively.

CORE COMPETENCIES

- Virtual & Administrative Support
- Calendar & Schedule Management
- Email & Inbox Management
- Customer & Client Support
- Documentation & Report Preparation
- Online Research & Data Entry
- CRM Tools (HubSpot)
- Task & Workflow Coordination
- Remote & On-site Team Collaboration

PROFESSIONAL EXPERIENCE

December 2025 – Present

VOLUNTEER VIRTUAL ASSISTANT

Volunteer Match – Remote

- Assisted with online coordination, documentation, and basic reporting tasks.
- Created and updated documents and reports using Google Workspace tools.
- Managed emails and responded to inquiries promptly and professionally.
- Supported scheduling, calendar organization, and meeting coordination.

October 2025 – December 2025

VIRTUAL ASSISTANT (Intern)

Vasavy Academy – Remote (Lagos, Nigeria)

- Provided remote administrative support for daily operations, assisting team members with assigned virtual tasks.
- Conducted online research and accurate data entry to support internal projects and documentation.



- Managed email inboxes, responded to inquiries professionally, and followed up on tasks to meet deadlines.
- Supported calendar management, task tracking, and workflow coordination.
- Organized digital files, reports, and records for easy access and reference.

March 2024 – August 2024

ADMINISTRATIVE SUPPORT

JC Hairs – Lagos, Nigeria

- Provided administrative and operational support during product promotions, activations, and in-store marketing campaigns.
- Assisted with scheduling, coordination, and logistics for promotional activities.
- Engaged with customers, collected feedback, and documented insights for management review.
- Compiled activity reports, organized records, and maintained documentation for administrative reference.
- Supported basic market research and data gathering.

TECHNICAL SKILLS & TOOLS

- Google Workspace (Docs, Sheets, Gmail, Drive)
- Slack, Zoom, Trello
- CRM Tools (HubSpot – basic)
- Email & Calendar Management
- Internet Research & Data Entry

SOFT SKILLS

- Strong written and verbal communication
- Excellent organizational and time management skills
- Customer service & interpersonal skills
- Attention to detail and accuracy
- Confidentiality & professionalism
- Ability to work independently and collaboratively
- Adaptability and fast learning

EDUCATION

Ambrose Alli University, Edo State, Nigeria
Bachelor of Science (B.Sc.) – Biochemistry

2019-2024



CERTIFICATIONS

- Virtual Assistant Training – Vasavy Academy
- ALX

REFEREES

Available upon request

