IGBONAZOBI CHRISTABEL

VIRTUAL ADMINISTRATIVE ASSISTANT | CONTENT & PROJECT COORDINATION

Edo State, Nigeria | +234 816 497 4675 | igbonazobi.c.nmesoma@gmail.com
LinkedIn: linkedin.com/in/christabel-igbonazobi | Portfolio: https://canva.link/c1lcagu8yp6qmai

PROFESSIONAL SUMMARY

Virtual Administrative Assistant with practical experience in project coordination, task tracking, team follow-ups, and content support. Skilled in coordinating schedules and meetings, maintaining documentation, tracking deliverables, and supporting creative workflows using Microsoft Office, Google Workspace, Canva, CapCut, Trello, ClickUp, and Notion. Combines administrative efficiency with creative execution, clear communication, and proactive follow-through to keep projects moving and teams aligned.

CORE SKILLS

Administrative Support: Task & Calendar Coordination • Email Communication • Document Preparation • Digital File Organisation • Follow-up & Reporting

Project & Stakeholder Coordination: Task Tracking • Team Updates • Applicant/User Outreach • Progress Reports • Deadline Follow-up • Research

Content & Social Media: Content Planning • Social Content Preparation • Publishing Support • Canva Design • Video Editing • Screen Recording • Content Revisions

Tracking & Documentation: Google Sheets • Excel • Data Entry • Campaign Results Tracking • User Feedback Logs • Record Keeping

Tools: Microsoft Word, Excel & PowerPoint • Google Workspace • Canva • CapCut • Zoom • ClickUp • Notion • Trello

PROFESSIONAL EXPERIENCE

Customer Support Intern & Cohort Representative | Freebyz Technologies | Sep 2026 – Present

- Coordinate intern task updates and follow-ups, keeping responsibilities, responses, and next steps visible across the team.
- Facilitate team meetings to review weekly assignments, clarify responsibilities, and communicate priorities.
- Track task progress, follow up on outstanding assignments, and send reminders to support timely completion of deliverables.
- Create and edit product walkthrough and awareness videos, using screen recordings and editing tools to explain platform features clearly.
- Conduct user outreach and document product-testing observations, feedback, and follow-up actions in organised records.

Independent Virtual Assistant | Freelance Client Project | Remote | July 2026

- Built a Google Sheets billing system to organise service details, pricing, and records for easier reference and consistent administration.
- Maintained spreadsheets, digital records, and administrative documents through accurate data entry and structured information management.
- Researched and organised business information into clear spreadsheet formats to support routine operational tasks.
- Designed Canva marketing and brand materials from client requirements and incorporated feedback through revisions.

Virtual Assistant Training Projects | VSE Africa | May 2026 – August 2026

- Coordinated calendars, appointments, meetings, and email communications in practical administrative projects.
- Prepared professional emails, reports, presentations, meeting agendas, and structured documents using Google Workspace and Microsoft Office.
- Conducted online research and organised findings; maintained spreadsheets, records, and digital files for easy reference.

- Leveraged ClickUp, Notion, and Trello to organise tasks, monitor deadlines, and support collaborative workflows.

EDUCATION

Bachelor of Nursing Science (BNSc) | Nnamdi Azikiwe University | June 2021 – March 2026

CERTIFICATIONS

Virtual Assistant Training & Certification

- VSE Africa | August 2026
- She Leads Africa | May 2026