

IGBONAZOBI CHRISTABEL

General Virtual Assistant

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Professional Summary

General Virtual Assistant with practical experience supporting business operations through calendar and email management, data entry, documentation, and workflow organization. Skilled in Google Workspace and digital productivity tools to maintain organized records, coordinate administrative tasks, and improve operational efficiency. Experienced in creating professional documents, spreadsheets, presentations, and Canva designs through hands-on projects and virtual assistant training, providing dependable remote support that helps clients stay organized and focused on business priorities.

Core Skills

Administrative Support: Calendar Management, Email Management, Meeting Coordination, Administrative Support, Data Entry, Documentation, File Management

Google Workspace: Google Docs, Google Sheets, Google Drive, Gmail, Google Calendar, Google Slides

Customer & Communication: Customer Support, Professional Email Communication, Client Communication, Report Preparation, Presentation Creation

Productivity Tools: Canva, Trello, Zoom

Organization & Productivity: Task Prioritization, Time Management, Workflow Organization, Remote Collaboration, Record Management

Professional Experience

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

- Developed a structured Google Sheets billing system that organized services, consumables, and pricing to improve billing transparency and support accurate patient billing.
- Researched, categorized, and documented billing information in a centralized spreadsheet, making records easier to update, maintain, and reference.
- Performed data entry and maintained organized digital records to improve documentation accuracy and workflow consistency.
- Designed a practical billing workflow that replaced memory-based pricing with itemized charges, creating a more structured and efficient administrative process.

- Prepared spreadsheets and organized information to support day-to-day administrative operations.
- Designed a promotional Canva flyer to support the launch of a startup business.
- Translated client requirements into a clear, professional marketing design.
- Managed revisions based on client feedback to deliver polished promotional materials.

Virtual Assistant Projects | VSE Africa | 2026

- Managed calendars, scheduled appointments, and organized meetings using Google Calendar.
- Practiced professional email management, including organizing inboxes and drafting responses.
- Created reports, presentations, and business documents using Google Docs, Google Slides, and Canva.
- Performed data entry, online research, file organization, and documentation using Google Workspace.
- Used Trello to organize tasks and prioritize workloads in a remote work environment.
- Applied customer support principles through practical virtual assistant training exercises.

Education

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

Certifications

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