# PRECIOUS

ENTRY-LEVEL VIRTUAL ASSISTANT | ADMINISTRATIVE SUPPORT

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## PROFESSIONAL PROFILE

Dependable and motivated Virtual Assistant with informal and freelance experience supporting online tasks and communication. Skilled in online research, social media support and customer service, with a focus on clear communication, responsiveness and attention to detail. Holds a B.Sc. in Environmental Health Technology and is eager to provide organized administrative support, learn new digital tools and help individuals and businesses manage day-to-day tasks efficiently.

## CORE SKILLS

- Online research and information gathering
- Customer service and professional communication
- Remote collaboration and task follow-through
- Social media support and basic content coordination
- Written communication and attention to detail
- Willingness to learn digital tools and workflows

## RELEVANT EXPERIENCE

**Informal & Freelance Support**

- Supported online activities and communication in informal or freelance settings.
- Used online resources to find and organize information for task-related needs.
- Assisted with social media-related activities and responded to customer or user enquiries where required.
- Focused on being responsive, following instructions and completing assigned tasks carefully.

Experience is described broadly because specific client names, project dates and measurable results were not provided.

## EDUCATION

**Bachelor of Science (B.Sc.) in Environmental Health Technology**
School of Health and Science Technology, Imo State, Nigeria
2021

## CAREER OBJECTIVE

Seeking remote opportunities in virtual assistance and administrative support, where strong communication, customer service and online research skills can contribute to reliable day-to-day operations while building further professional experience.

References available upon request