

GODWIN IDIOVO

Virtual Assistant

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PROFESSIONAL SUMMARY

Data-driven Virtual Assistant with 2+ years of experience delivering high-level administrative support, project coordination, and marketing assistance across health and non-profit sectors. Skilled at managing workflows, streamlining processes, and optimizing stakeholder communication. Demonstrated success in driving engagement and efficiency through data insights, email marketing, content creation, and social media strategy. Committed to supporting health awareness and empowering individuals with disabilities.

CORE SKILLS

- **Project Management:** Skilled in using tools like Asana and Notion to manage tasks, timelines, and team coordination effectively.
- **Communication & Client Management:** Strong verbal and written communication skills, with experience managing client relationships across multiple platforms.
- **Content Creation & Management:** Expertise in content development, proofreading, and ensuring quality control for web-based and document content.
- **Technical Proficiency:** Proficient in Microsoft Office Suite, Google Workspace, work process automation (Zapier and GHL) and video conferencing tools (Zoom, Teams). Skilled with Canva and Capcut for design and video editing.
- **Organization & Time Management:** Highly organized with a proven ability to manage multiple projects simultaneously and meet tight deadlines.
- **Team Leadership & Volunteer Management:** Experienced in leading teams and volunteer programs, ensuring high engagement and satisfaction.

PROFESSIONAL EXPERIENCE

MY IVO HEALTH LIMITED

Lagos, Nigeria

Executive Assistant - Health and Wellness (Remote)

JULY 2023-Present

- Managed schedules and prioritized key tasks and projects, ensuring alignment with organizational goals.
- Streamlined workflows using notion to enhance task management and improve visibility on project timelines.
- Drafted and maintained professional correspondence and reports, ensuring accuracy and clarity for internal and external stakeholders.
- Handled email communications, ensuring prompt responses and prioritizing key messages for senior management.
- Assisted in the creation and quality control of web content, ensuring error-free publication.

- Supported virtual meetings via Google Meet, organizing recordings, and managing follow-up tasks.

LITTLE CELL OF MINE FOUNDATION

Lagos, Nigeria

Volunteer Coordinator (Remote)

2022-Present

- Directed all aspects of volunteer recruitment, onboarding, and training to ensure optimal program outcomes.
- Developed strategic initiatives to enhance volunteer engagement, resulting in increased participation and program success.
- Managed performance tracking, providing comprehensive reports to improve program effectiveness.
- Fostered strong relationships with stakeholders to ensure successful volunteer integration and program delivery.

EDUCATION

MICHAEL OKPARA UNIVERSITY OF AGRICULTURE UMUDIKE, ABIA STATE, Nigeria.

Bachelor of Science, Major in Human Nutrition and Dietetics

2015-2021

CERTIFICATIONS

Google Project Management Certificate — Coursera (2021)

Programming with Python for Data Science - Udacity (2023)

Digital Marketing - Hootsuite Academy (2024)

Health Literacy and Leadership Program - West African Institute of Public Health (2024

ADDITIONAL INFORMATION

- Adept at learning new software and systems quickly, enabling efficient support for remote teams.
- Passionate about disability advocacy and fostering inclusive communities through volunteer-driven initiatives.