

# EDOMWONYI FAITH

## REMOTE VIRTUAL ASSISTANT

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### OBJECTIVE

Experienced Executive Assistant with 4+ years of experience. I specialize in enhancing task prioritization, resulting in a 20% increase in accessibility as a Remote Virtual Assistant. My skills include facilitating effective communication with external stakeholders and collaborating with cross-functional teams to ensure on-time project delivery. I am committed to providing efficient and reliable support to enhance productivity and streamline operations.

### EXPERIENCE

03/2020 - Present

#### Executive Assistant – Ecocity Projects Limited

Hybrid/Full-Time

- Enhanced task prioritization by organizing documents, resulting in a 20% increase in accessibility, improving efficiency for remote work teams.
- I compiled financial reports and budgets with a commitment to accuracy and promptness in submissions.
- I acted as an intermediary between executives and external stakeholders, facilitating effective communication and relationships.
- I collaborated with cross-functional teams to develop and uphold project plans, guaranteeing the on-time fulfillment of agreed-upon deliverables.
- Directed project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails for accuracy and clarity.
- Managed project-related paperwork by ensuring all necessary materials were current, properly filed and stored in a secure and accessible manner.
- Composed internal memos and external correspondence for senior management and reviewed all documents to prevent errors and ensure compliance with organizational standards.

### EDUCATION

**Ba History and International Studies** Ajayi Crowther University

Oyo

GPA 3.65

Awarded a University Scholar award in 2017.

### KEY SKILLS

- ADMINISTRATIVE ACTIVITY, BUSINESS
- PLANNING, COMMUNICATION, CREATIVITY,
- DOCUMENT MANAGEMENT,
- MANAGEMENT, MICROSOFT OFFICE,
- PLANNING PROCESS, PROACTIVE, PROJECT
- MANAGEMENT, RESULT ORIENTATION,
- STREAMLINING PROCESS, TEAM PLAYER,
- TIMELINE MANAGEMENT, TRAVEL MANAGEMENT, TRAVEL PLANNING

## REFERENCES

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[Available upon request.]

