

# ASUZU SOPURUCHUKWU CHUKWUEMEKA

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No.17 Olusegun Adegun Street, Spring  
Ville Estate Lugbe FCT Abuja

## OBJECTIVE

Am a result-oriented and highly organized executive virtual assistant with a proven track record in sales, marketing and administrative support. Leveraging diverse skillset honed through advanced studies, sales management, digital marketing and accounting experience. I am adept at managing schedules, streaming processes and exceeding client expectations. Am seeking an Executive Virtual Assistant role to utilize my skills and contribute to a fast-paced and dynamic environment.

## EXPERIENCE

January  
2024 - Till  
present

### Tech CEO USA

#### Executive Virtual Assistant

1. Managing the executive's calender, schedule appointments, meetings and travel arrangements and ensuring all logistics are handled efficiently.
2. Act as a central communication point, fielding phone calls, emails, enquires and directing them appropriately.
3. Assist with project management task, including research, Data Analysis, preparing presentations and managing deadlines.
4. Drafting of professional correspondence (emails, letters, reports) presentations and other documents according to the executive's style and requirements.
5. Managing the executive social media presence as directed, creating content and engaging with followers.
6. Ensuring strict confidentiality of all the executive communications and informations.

August  
2020 -  
December  
2023

### Mekaija Nig.

#### Digital Marketer

1. Develop and manage comprehensive digital marketing plans, social media marketing, content marketing, email marketing and other relevant channels.
2. Conduct market research and competitor analysis to understand target audience and industry trends.
3. Create high quality and engaging content (Written, Visual or video) to attract and retain customers.
4. Oversee Pay-Per-Click (PPC) advertising campaigns across various platforms (Google Ads and Social Media Ads) to generate qualified leads and website traffic.
5. Manage and maintain organisations social media presence, creating engaging campaigns/contents, scheduling posts and interacting with customers.
6. Analyze website traffic data and marketing campaign performance using analytics tools and generate reports to identify areas for improvement.

February  
2016 - July  
2020

### Mega Sports Nig. LTD

#### Sales Manager

1. Develop and implement sales strategy.
2. Recruit, hire, train and coach sales personnel's.
3. Motivate and inspire sales team to achieve their full potencias, fostering a positive and competitive work environment.
4. Monitor and manage the sales pipeline, identify and address potential roadblocks and ensure deals progress smoothly.
5. Overseas the allocation of sales of sales territory and quotas among the sales team.
6. Analyze sales data and report to identify trends, measure team performance and make informed decisions.

## EDUCATION

|      |   |
|------|---|
| 2021 | <b>Coursera</b><br>Executive Virtual Assistant<br>Pass  |
| 2019 | <b>Coursera</b><br>Digital Marketing<br>Pass  |
| 2020 | <b>Cross River University of Technology (CRUTECH) Calabar.</b><br>Early childhood Education<br>Second Class |
| 2015 | <b>Federal College of Education (Technical) Asaba Delta State</b><br>Business Education<br>Merit            |

## SKILLS

- Excellent communication and interpersonal skills, both written and verbal.
- Strong organization skills and ability to prioritize and manage multiple task simultaneously.
- Time management skills to meet deadlines effectively.
- Proactive and resourceful with a strong problem solving ability.
- Ability to maintain confidentiality and discretion.
- Excellent attention to details and accuracy.
- Proficiency in a variety of computer software programs.
- Strong understanding of digital marketing principles and best practices.
- Creativity and ability to develop engaging content.
- Proficiency in digital marketing tools and platforms (Google analytics, SEO tools and Social media management tools).
- Experience with content management system (CMS) like Word Press.
- Experience with conversion rate optimization (CRO) techniques.

## REFERENCE

- **Eudora Chizoba - Mekaija Nig.**  
Manager  
Mekaija.ng@gmail.com  
+234901 972 4871
- **Loveth Chidimma - Mega Sports Nig. LTD**  
General Manager  
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