

LINUSSTELLA ALISHA

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PROFESSIONAL SUMMARY

Professional Virtual Assistant, Customer Service Representative, and Administrative Support Specialist with a nursing background and hands-on experience in business support, client relations, hospitality management, sales, and communication. Skilled in handling customer interactions, managing schedules, coordinating administrative tasks, CRM support, multitasking, and delivering professional client experiences. Proven ability to work in fast-paced environments while maintaining organization, efficiency, and strong interpersonal relationships.

CORE SKILLS

- Virtual Assistance & Administrative Support
- Customer Service & Client Relationship Management
- CRM Management & Record Keeping
- Calendar & Email Management
- Communication & Interpersonal Skills
- Voice Over & Public Speaking
- Sales & Marketing Support
- Team Collaboration & Leadership
- Problem Solving & Multitasking
- Time Management & Organization
- Data Entry & Accuracy
- Fluent English Communication
- Medical & Nursing Background

PROFESSIONAL EXPERIENCE

Acre Experts | Virtual Assistant (2025)

Provided administrative and virtual support services including client communication, scheduling, email handling, and customer support.

Rosmatt Aluminum Company | Personal Assistant (2022 - 2023)

Managed schedules, coordinated meetings, handled client follow-ups, and supported daily business operations.

Jimba Chamber | Secretary / Personal Assistant (2023)

Handled office administration, documentation, communication, and executive assistance tasks.

Helecia Collection and Boutique | Cashier / Sales Representative / Admin (2023 – 2024)

Managed sales transactions, customer interactions, inventory support, and administrative responsibilities.

Burger King | Crew Member / Kitchen Assistant (2023 – 2024)

Delivered excellent customer service and supported team operations in a fast-paced environment.

Istanbul Café and Restaurant | Pastry Chef (2023 – 2024)

Prepared pastry products while maintaining quality standards and kitchen organization.

Plus Trade | Call Representative (2024 – 2025)

Handled customer calls, inquiries, complaints, and client relationship management.

Eagles FM | Marketer & OAP (2025 – 2026)

Managed promotional activities, communication tasks, and on-air presentation responsibilities.

Dube Restaurant and Bar | Restaurant Manager (2020 – 2022)

Oversaw staff coordination, customer satisfaction, and operational management.

EDUCATION

- Oasis College of Nursing – Nursing
- Golden Tower International School – SSCE
- Climax Montessori School – Primary Education

ADDITIONAL INFORMATION

Strong passion for learning, communication, customer satisfaction, and creating innovative ideas. Adaptable, organized, confident, and capable of thriving under pressure.

REFERENCE

Miss Juliet Success | Contact: 08067059805