

HELEN OJOCHIDE AMODU
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EDUCATION

- **Obafemi Awolowo University, Ile-Ife** **2018-2024**
B.sc (Accounting) (Second Class Upper)
- **Air Force Secondary School, Ikeja** **2012-2018**
West African Secondary Certificate

WORK EXPERIENCE

Ryan Laing, United States of America January 2024 - Present
Virtual Assistant (Remote)

- Streamlined task and workflows using Notion, ensuring tasks are assigned and completed
- Managed calendars and appointment schedules
- Management of emails
- Provided support needed for growth
- Documented detailed and concise minutes during meetings ensuring essential information and action points are captured for future reference

Janice Stewart, Studio 824 Beauty Lounge Aug 2022 - Feb 2023
Virtual Assistant (Remote)

- Managing Instagram Account by creating and scheduling contents
- Streamlined tasks using Asana and ensuring efficient project management
- Designed and edited email templates for email campaign
- Provided Strategies needed for growth
- Created appealing designs using Canva producing graphics for social media and other brand assets

Chrissie Zavicar, Stack Brands Feb 2025 - Present
Virtual Assistant (Remote)

- Reviewing of brand guideline for social media
- Creating Content strategy
- Creating and scheduling of social media post
- Conducted comprehensive research to support brand project

Naila Johnson, Realtor

Jan 2025 - Feb 2025

Virtual Assistant (Remote)

- Created visually appealing design for her real estate business
- Edited documents tailored for the benefit of the business
- Provided support for growth
- Ensured tasks are completed and assigned using Notion

LEADERSHIP AND VOLUNTEERING ROLES

Nigerian Federation of Catholic Students (OAU Chapter)

2022-2024

Financial Secretary (2 sessions)

- Maintained accurate financial records and transactions of the federation.
- Tracked income and expenses of the federation
- Prepared monthly, quarterly, and annual financial reports of the federation
- Maintained bank accounts and reconcile statements of the federation

Ife Deanery Social Communications Commission

2023-2025

Assistant General Secretary (Osogbo Diocese)

- Coordinated and managed the functions of the federation including files, maintaining records, and ensuring proper documentation in the absence of the secretary
- Documented detailed and concise minutes during meetings for future reference

Social Communications Commission, OAU Chapter

2021-2024

General Secretary

- Coordinated and managed the functions of the federation including files, maintaining records, and ensuring proper documentation in the absence of the secretary
- Documented detailed and concise minutes during meetings for future reference
- Organised meetings such as Central Executive Council meeting, general assemblies, committee meetings, including preparation of agendas

Team Lead Nigerian Federation of Catholic Students (OAU Chapter) harvest committee

Member Our Lady of Perpetual Light Chapel (OAU Chapter) harvest committee

Member Freshers Orientation Committee, Nigerian Federation of Catholic Students (OAU Chapter)

DISSERTATION

Undergraduate Thesis

2025

- Cyber Security and Forensic Accounting Techniques on Fraud Detection in Nigeria

HOBBIES AND SKILLS

Reading Self Development Books | Listening to Music | Meeting New People | Attention to details |
Communication | Leadership | Capacity for teamwork

INTEREST

Volunteering | Traveling

REFEREES

Available on request