

Joe Ojeah Jehoshaphat

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Professional Summary

Broad-spectrum Virtual Assistant, Web Designer, and eLearning Developer with over 25 years' experience bridging administrative efficiency and high-impact design. Proven expertise in launching responsive websites, building engaging instructional designs, and streamlining cross-functional workflows to boost workplace productivity.

Core Competencies

- **Web & Graphic Design:** WordPress, CorelDraw, Adobe Photoshop, Responsive Design, Branding
- **UI/UX Design:** Wireframing, Prototyping, User Experience Optimization, Scalable Interfaces
- **Instructional Design & eLearning:** Articulate Storyline, MS PowerPoint, Modules Construction
- **Administrative Support:** Virtual Assistance (VA), Social Media Management, Process Streamlining

Relevant Experience

Lead Designer / Remote Service Provider — PKGco LLC *February 2018 – Present*

- Spearhead full-cycle web design initiatives, building highly responsive WordPress ecosystems tailored to diverse client specifications.
- Deliver seamless remote administrative support, project monitoring, and cross-functional operations across distributed teams.
- Transform complex concepts into strategic digital assets, vector illustrations, and dynamic layouts optimizing user experiences.

Senior Analyst / Instructional / Graphics Designer — Digital Jewels Africa *December 2015 – January 2018*

- Constructed high-impact instructional designs and structured interactive eLearning modules utilizing corporate training Frameworks.
- Engineered scalable data visualizations, analytical presentations, and cross-platform brand assets for institutional stakeholders.
- Facilitated technology workflow adaptations, ensuring training collateral aligned perfectly with operational productivity goals.

Lead Designer — PKGco LLC *April 2006 – December 2015*

- Managed comprehensive digital identity pipelines, overseeing graphic designs, large-scale layouts, and multimedia assets.
- Collaborated with developers and clients to construct, scale, and test interfaces matching evolving web optimization standards.

- Organized layout planning, typesetting workflows, and print production pipelines for corporate business collateral.

Head of Administration / Brand Manager — Exxon Ltd. *October 2004 – January 2006*

- Directed corporate administrative functions, improving structural workplace efficiency and data filing procedures.
- Orchestrated brand alignment campaigns, unifying visual messaging across internal divisions and public-facing assets.
- Supervised team communication channels to clear task backlogs, lowering overall project overhead costs significantly.

Lead Desktop Publisher / Graphics Designer — MCL Compagne Ltd. *October 1999 – September 2004 (Defunct)*

- Executed large-scale publishing procedures, transforming core text copies into commercially sound visual print editions.
- Maintained strict layout versioning controls using historical graphic platforms, maintaining exact pre-press tolerances.

Education | Onsite/Online

- **Wynlet Technologies (Defunct):** Diploma | Desktop Publishing/Graphics Designs (FEB 1993 - DEC 1994)
- **Aptech Worldwide:** Diploma | Web Design/Web Administration (MAY 2001 - JUN 2002)
- **NIIT:** Diploma | Adobe CS Suites (JUN 2017 - SEPT 2017)
- **lynda.com (LinkedIn Learning):** Certificate of Completion | Graphics Design Foundation/Typography (OCT 2012)
- **lynda.com (LinkedIn Learning):** Certificate of Completion | Typography / Working with Grids (OCT 2013)
- **lynda.com (LinkedIn Learning):** Certificate of Completion | Kinetic Typography (OCT 2014)

Additional Information

- **Mode of Work:** Open to Hybrid / Remote opportunities
- **Nationality:** Nigerian