

LILIAN EGBOSIMBA

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VIRTUAL ASSISTANT | EXECUTIVE & ADMINISTRATIVE SUPPORT

PROFESSIONAL SUMMARY

Organized and dependable Virtual Assistant with experience providing administrative and personal support to professionals. Experienced in calendar management, email correspondence, scheduling, record management, customer support, event coordination, online research, and day-to-day operational support. Proven ability to manage multiple priorities, maintain confidentiality, follow through on tasks, and support busy executives in both professional and personal capacities. Proficient in Google Workspace, Microsoft Office, Trello, Asana, Canva, and remote collaboration tools.

CORE SKILLS

Executive and Personal Assistance
Calendar and Email Management
Meeting Coordination
Task Management
Scheduling and Appointment Coordination
Administrative Support
Customer Support
Data Entry and Record Management
Document preparation
Google Workspace & Microsoft Suite
Confidential Information Handling
Travel and Event Coordination
Canva, Trello, Asana

WORK EXPERIENCE

PERSONAL ASSISTANT TO A PROFESSOR | *Professor Ihegihu* Jan 2023 – Jan 2025

- Managed daily calendar, appointments, and schedule coordination, ensuring timely attendance at meetings, lectures, and events.
- Maintained and updated student records, academic documents, and related administrative files while ensuring accuracy and confidentiality.
- Organized reminders and followed up on important deadlines and meetings.
- Managed email correspondence, prioritized messages, and assisted with communication.
- Coordinated logistics and accompanied the professor to events and engagements when required.
- Handled grocery purchases and personal errands, ensuring smooth day-to-day household operations.
- Assisted with document preparation, information management, and filing.
- Served as a trusted point of contact for administrative and operational support.

CUSTOMER SERVICE REPRESENTATIVE | *BEDROCK MART* Jan 2025 – Sept 2025

- Handled customer inquiries and resolved issues through phone and face-to-face communication.
- Maintained accurate sales and transaction records with strong attention to detail.
- Provided administrative support by updating inventory records and monitoring stock availability.
- Assisted with inventory monitoring and stock coordination.
- Managed multiple customer requests efficiently while maintaining a high service standard.

ADMINISTRATIVE SUPPORT | *Wordbase Montessori Academy (NYSC)* | Oct 2025 – May 2026

- Maintained and updated student records, academic documentation, and related administrative records.
- Coordinated schedules, examination timetables, and administrative deadlines.
- Prepared reports and managed documentation for academic and administrative activities.
- Communicated with parents regarding student progress and school-related matters.
- Managed confidential student welfare and health records.

EDUCATION

B.Sc. Forestry & Environmental Management

Michael Okpara University, Umuahia, Abia State

2017 – 2023

Second Class Honours, Upper Division

CERTIFICATIONS

- Professional Certificate in Virtual Assistance — SALBA
- Project Management Certification – Project Safety and Management Institute (PSMI)
- NYSC Discharge Certificate

VIRTUAL ASSISTANT PRACTICAL PROJECTS

- Managed sample executive calendars and appointment scheduling exercises.
- Organized Email inboxes and created systems for message prioritization and follow-up.
- Utilized Google Workspace tools for document management and collaboration.
- Conducted online research and prepared summary reports.
- Designed basic business materials and presentations using Canva.
- Created task management workflows using Trello and Asana.