

ORJI EMMANUELLA CHRISTABELLA

PERSONAL ASSISTANT | HOUSE MANAGER | ADMINISTRATIVE PROFESSIONAL

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PROFESSIONAL SUMMARY

Detail-oriented and high-discretion Family Assistant and House Manager with over 7 years of administrative and private household management experience. Proven track record of managing estate logistics, supervising household staff, overseeing maintenance vendors, and coordinating executive calendars with complete confidentiality. Highly skilled in financial record-keeping, personal errands, and creating smooth daily operations for private residences and high-profile individuals.

CORE COMPETENCIES

- **Household Operations:** Staff Supervision, Facility Maintenance, Inventory Control
- **Personal Assistance:** Calendar Management, Travel Logistics, Confidentiality
- **Administration & Finance:** Vendor Relations, Expense Tracking, Task Coordination

PROFESSIONAL EXPERIENCE

Personal Assistant & House Manager | Mrs. Deborah Joel-Ogebe 2023 – 2026

- Served as primary personal and operational support, managing complex daily itineraries, executive schedules, and confidential records.
- Coordinated end-to-end travel logistics, accommodation bookings, and personal and business engagements.
- Handled high-level correspondence, email communications, and telephone calls on behalf of the principal with complete discretion.
- Oversee special projects, ad-hoc personal assignments, and liaised with service providers, key clients, and vendors.

House Manager & Personal Assistant | City of Purpose Inc. 2018 – 2022

- Supervised household staff, assigned daily duties, and maintained quality control across all domestic operations over a 4-year tenure.
- Managed household budgeting, expense tracking, and ongoing petty cash disbursements and financial records.
- Directed facility maintenance activities and established long-term relationships with preferred estate service vendors.
- Handled executive correspondence, appointment scheduling, and personal errands for organization leadership.

Administrative Manager | Chitojoy Ventures 2022 – 2023

- Supervised daily administrative operations, staff onboarding, and facility management requirements.
- Managed administrative budgeting, expenditure tracking, and procurement of necessary supplies.
- Developed operational procedures to increase office efficiency and maintain seamless organization records.

EDUCATION

Master’s Degree in Guidance and Counselling In View
National Open University, Victoria Island

Bachelor of Arts in Education Arts Education 2018 – 2022
University of Nigeria, Enugu State

CERTIFICATIONS

- **Leadership Certification** – COPSOD Leadership Institute
- **Professional Teaching Certification** – Teachers Registration Council of Nigeria (TRCN)

REFERENCES

Available upon request.