Iniobong Simeon Itong
Junior Virtual Assistant

SUMMARY

Experienced in administrative support and HR coordination with a strong foundation in business management principles.

Skilled in data organization, remote communication tools, and task management systems, enhancing workflow efficiency.

Proficient in customer service and sales support, demonstrating effective problem-solving and relationship-building abilities.

Strong organizational and communication skills applied in dynamic, multi-tasking environments.

TECHNICAL SKILLS

Main Technical Skills	active admin (2 yr.), Azure App Service (2 yr.), HR (1 yr.)
Ruby Libraries and Tools	active admin (2 yr.)
Data Analysis and Visualization Technologies	Data visualization (1 yr.)
Azure Cloud Services	Azure App Service (2 yr.)
Soft Skills	Research Skills (2 yr.)

WORK EXPERIENCE

Sale Representative (Healthy foods Sales)

Duration: 2020 - 2022
Summary: Sales representative role focused on promoting and selling healthy food products, managing customer inquiries, and maintaining sales and inventory records to support business operations.
Responsibilities:

- Responded to customer inquiries and provided product support both in-person and via phone.
- Maintained accurate sales and inventory records.
- Built strong customer relationships through clear communication and problem-solving.
- Assisted in organizing product information and tracking stock levels.

HR Intern - Nestle (HR Internship)

Duration: 2023 - 2024
Summary: Internship in the Human Resources department at Nestle, focusing on supporting recruitment, employee record management, and onboarding processes to enhance HR operations.
Responsibilities:

- Scheduled interviews and coordinated meetings, improving team organization.
- Maintained and updated employee records with accuracy and confidentiality.
- Assisted with onboarding documentation and staff communication.
- Performed data entry and ensured proper filing of HR documents.

EDUCATION

- **University of Uyo**
  Business Management bachelor's degree

CERTIFICATION

- **Virtual Assistant Training**
  Training on email and calendar management, data organization, online research, remote communication tools, client support, and administrative workflow optimization.