



**IFY OKONGWU**

VIRTUAL ASSOCIATE



*A Virtual Associate with over 8 years of experience, working in various sectors. My core areas are Administrative Support, HR, Client Relationship Management.*

## **SPECIALIZATIONS**

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- Administrative Support
- Project Coordination
- Customer Relationship Management
- Process & System Optimization
- Human Resources Management
- Client Management

## **WORK EXPERIENCE**

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Administrative Support

2013 TO 2021

- Provided administrative support and coordinated various projects.
- Performed onboarding activities of new clients.
- Coordinated the back end of the sales process from start to finish.
- Highlighted improvement measures and drove the initiatives.
- Monitored and responded to client inquiries.
- Performed other tasks as needed.

## **EDUCATION BACKGROUND**

**Master of Business Administration**

UNIVERSITY OF LAGOS

**B. Eng Chemical Engineering**

FEDERAL UNIVERSITY OF TECHNOLOGY,  
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