



UGOCHUKWU EJIKE AKPUDO

VIRTUAL ASSOCIATE



A highly motivated Virtual Associate with relevant experience in various sectors. My core areas of expertise are Administrative Support, Process Planning/Operations, Data Analytics, and Technology (AI).

SPECIALIZATIONS

- Administrative Assistance
- Functional Office/Workflow Management
- Data-driven Process Planning and Analytics
- Streamlined Operations

WORK EXPERIENCE

Graduate Research Assistant

2019 TO 2021

- Data analysis, and management.
- Machine Learning for diverse applications.
- Lead project teams for practical research.
- Schedule appointments, maintain calendars, and coordinate meetings.
- Prepare periodic reports and compile journals for publication.

Machine Shop Admin. Assistant

2015 TO 2019

- Email, Calendar, and File Management.
- Answer calls, schedule appointments, prepared memos, and other correspondence.
- Organized meetings, prepared and communicated periodic reports.

EDUCATION BACKGROUND

- **[MSC]** Kumoh National Institute of Technology, Korea.
(2019 - 2021)
- **[BSC]** Enugu State University of Sci. & Tech., Nigeria.
(2007 - 2012)