

GODSWILL EPHRAIM OKON

Virtual Assistant | Data Entry & Excel Specialist
ogodswill782@gmail.com

PROFESSIONAL SUMMARY

Entry-level Virtual Assistant with practical skills in data entry, Microsoft Excel, Google Sheets, web research, data cleaning, spreadsheet organization, and administrative support. Able to enter, organize, verify, and format information accurately. Created hands-on projects involving customer databases, business lead research, and sales reporting. Detail-oriented, organized, and committed to following instructions and meeting deadlines.

CORE SKILLS

- Virtual Assistance
- Data Entry
- Microsoft Excel
- Google Sheets
- Data Cleaning
- Web Research
- Lead Generation
- Spreadsheet Management
- Microsoft Word
- Document Formatting
- Data Verification
- Administrative Support

PORTFOLIO PROJECTS

Customer Database

Created and organized an Excel customer database with customer IDs, contact information, cities, amounts, status tracking, filtering, formatting, and summary calculations.

Business Lead Generation

Researched Nigerian businesses and organized publicly available business names, websites, phone numbers, emails, categories, cities, and locations into a structured Excel lead list.

Sales Report

Created an Excel sales report using quantity, unit price, total sales, salesperson, and region data. Used SUM, AVERAGE, MAX, MIN, COUNTIF, and SUMIF, plus sorting, filtering, and conditional formatting.

EDUCATION

University of Calabar.

Field of Study: Educational Administration

ADDITIONAL INFORMATION

- Available for remote freelance and virtual assistant opportunities.

- Interested in data entry, Excel, web research, lead generation, and administrative support.
- Currently developing practical skills through hands-on Excel and virtual assistant projects.