

# NWABUAJU CHIDINMA SOPHIA

Student | Virtual Assistant | Administrative Support | Data & AI Support

## PROFESSIONAL SUMMARY

Entry-level remote professional and student with practical experience developed through academic and independent projects. Skilled in document preparation, online research, digital organization, data entry, written communication, and Canva. Comfortable working independently, following detailed instructions, meeting deadlines, and learning new tools quickly. Seeking flexible or part-time remote opportunities in virtual assistance, administration, data support, research, and AI data projects.

## CORE SKILLS

- Virtual Assistance & Administrative Support
- Data Entry & Information Organization
- Online Research & Information Summarization
- Microsoft Word & Google Docs
- Google Drive & Digital File Organization
- Canva & Basic Visual Content Creation
- Written Communication & Email Support
- Attention to Detail & Quality Checking
- AI Tools & AI-Assisted Productivity
- Time Management, Organization & Independent Work

## RELEVANT EXPERIENCE

### Academic Projects & Administrative Experience

- Organized and maintained digital documents using Microsoft Word, Google Docs, and Google Drive.
- Prepared, formatted, and reviewed coursework reports and other written materials for clarity and consistency.
- Coordinated academic projects and shared study resources, keeping information organized and accessible.
- Conducted online research, gathered information, and summarized findings into clear, usable notes.
- Used Canva to create organized visual materials and presentations.
- Used AI productivity tools to support research, drafting, organization, and task completion.
- Developed strong written communication, organization, attention to detail, and deadline-management skills through academic work and independent projects.

## TOOLS & SOFTWARE

**Confident:** Microsoft Word, Google Docs, Google Drive, Canva, Gmail, Zoom, Google Meet, AI productivity tools.

**Developing:** Google Sheets, Microsoft Excel, and other digital productivity platforms.

## EDUCATION

**University Student** — Pharmacy program  
Currently completing undergraduate studies.

## ADDITIONAL INFORMATION

- Available for flexible, part-time, project-based, and contract remote work.
- Comfortable working independently and communicating through digital tools.
- Open to completing skills assessments and learning employer-specific systems.
- Interested in Virtual Assistant, Administrative Assistant, Data Entry, AI Data Annotation/Evaluation, Research, and related remote support roles.

References available upon request.