

## NYONG, EDIDIONG BASSEY

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### PROFESSIONAL SUMMARY

A highly motivated and detail-oriented Administrative Specialist and Virtual Assistant with proven experience in office management, communication, and administrative support. Demonstrates strong organizational skills, problem-solving abilities, and a deep understanding of corporate workflow. Adept at handling sensitive information, preparing professional reports and presentations, coordinating schedules, managing inventories, and maintaining a smooth administrative process.

I have contributed to multiple organizations, governmental, corporate, and non-profit, bringing structure, creativity, and efficiency. I have hands-on experience supporting HR teams, managing social media platforms, recruiting staff during emergencies, and contributing to editorial and design projects. With strong interpersonal skills and technical proficiency, I thrive in fast-paced, professional environments and remain composed under coordinated pressure. I am committed to driving productivity, fostering collaboration, and ensuring team success through a balance of adaptability, initiative, and reliability.

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### PROFESSIONAL EXPERIENCE

#### Chief Consultant

Corporate Friend Consulting

2025 – Present

- Founded and lead *Corporate Friend Consulting*, a personal brand focused on workplace orientation, employee training, and corporate productivity.
- Create and share educative content across LinkedIn, Facebook, Instagram, and TikTok to guide employees and executives in navigating corporate challenges.
- Provide consultation on employee orientation strategies and workplace efficiency improvement.
- Develop and deliver training programs tailored to corporate teams, focusing on onboarding, productivity, and organizational culture.
- Build and maintain professional networks, positioning the brand as a thought leader in workplace development and corporate support.

#### Administrative Officer

Jon-Paca Investments Limited, Abuja

2024 – Present

- Provided comprehensive administrative support to executives, ensuring smooth office operations.
- Managed inventory, procured supplies, and ensured the office was well-equipped and organized.
- Scheduled and coordinated appointments, meetings, and internal activities.
- Maintained accurate records, handled confidential information, and implemented a filing system.
- Drafted internal and external correspondence, reports, and memos.

- Contributed to streamlining daily administrative procedures, enhancing efficiency by 30%.

### **Administrative Secretary**

Ike Nwachukwu Consulting, Abuja (Estate Surveyors & Valuers) 2021 – 2024

- Answered phone calls, responded to emails, and managed both in-person and virtual communications.
- Handled filing, retrieval, and safekeeping of sensitive company documents.
- Assisted with managing the company's social media accounts and increased online engagement.
- Transcribed meeting notes with high accuracy and created impactful PowerPoint presentations.
- Conducted online research for presentation content and client briefings.
- Supported both the administrative and executive teams in documentation and task follow-up.

### **Secretary (NYSC)**

Ministry of Education, Lokoja, Kogi State 2020 – 2021

- Managed office files, scheduled appointments, and assisted with administrative coordination.
- Handled inventory and office supplies, ensuring seamless daily operations.
- Welcomed guests and new staff, providing orientation and support.
- Assisted in compiling records and reports during NYSC service year.

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## **VOLUNTEER EXPERIENCE**

### **Assistant Manager**

Messengers of Peace Foundation (NGO), Kogi State 2020- 2021

- Played a key role in the recruitment of 20 ad-hoc staff deployed for COVID-19 relief efforts across 21 LGAs.
- Participated in the editorial team for the annual MOP Foundation magazine, showcasing activities and impact.
- Contributed to graphic design of plaques and event tickets for awards and ceremonies.

### **Social Media Manager / Virtual Assistant (Remote)**

African Leaders for Global Impact (YALGI) 2024 – Present

- Designed and scheduled engaging content for Facebook, Instagram, and LinkedIn pages.
- Supported communication between the executive team and community members.
- Managed virtual calendars, meeting reminders, and content submissions.
- Improved post engagement by 45% through well-organized and consistent content delivery.

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## EDUCATION

- **Executive Diploma in Business Communication**  
UniAthena, 2025
- **Bachelor of Science in Sociology and Anthropology**  
University of Uyo, 2020
- **Diploma in Computer Applications**  
Heritage Digi-Link Technologies, Uyo, 2020

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## CERTIFICATIONS

- Virtual Assistant Certification – ALX Africa
- AI Career Essentials – ALX Africa
- Inventory Management – HP LIFE
- Cybersecurity Virtual Experience – Mastercard (Forge)
  - Identified phishing threats and recommended improved cybersecurity training.
- Project Management – HB Educational Services
- Human Resource Management – World-Class ICT Solutions Ltd
- ISO 45001:2018 (Occupational Health & Safety) – ALISON

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## TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Canva & CorelDraw
- Google Workspace (Docs, Drive, Calendar)
- Digital Marketing
- Social Media Management (Instagram, Facebook, LinkedIn)
- Online Research and Presentation Design
- Data Entry and Document Filing
- Zoom, Google Meet, and virtual collaboration tools

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## SOFT SKILLS

- Time Management and Prioritization
- Verbal and Written Communication
- Critical Thinking and Problem Solving
- Organization and Attention to Detail
- Teamwork and Collaboration
- Fast Learner and Adaptability
- People Management
- Professionalism and Confidentiality

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## REFEREES

Available upon request.