Ebere Esther John

Administrative Virtual Assistant | Email Management | Calendar Management | Executive Support

Nigeria (Remote) | johnebereesther@gmail.com | linkedin.com/in/ebere-john-5422921b0

Professional Summary

Administrative Virtual Assistant with experience supporting business owners, executives, and growing teams through email management, calendar coordination, scheduling, data entry, document management, customer communication, and project coordination. Skilled in Google Workspace, Microsoft Office, ClickUp, Trello, Notion, Calendly, and Zapier. Recognized for improving administrative processes, organizing workflows, and helping clients reclaim 10+ hours weekly through efficient systems and operational support.

Core Competencies

Administrative Support • Executive Support • Virtual Assistance • Email Management • Calendar Management • Scheduling • Data Entry • Document Management • Project Coordination • Workflow Optimization • Google Workspace • Microsoft Office • ClickUp • Trello • Notion • Calendly • Zapier

Professional Experience

Administrative Virtual Assistant & Data Entry Specialist | DainzBooks Global Ventures | Feb 2026–Present

Reduced email response time from 48 hours to under 4 hours; improved document retrieval efficiency by approximately 40%; implemented a project-tracking workflow that improved team coordination.

Virtual Assistant | Bukkaway Limited, United Kingdom | May 2026–Present

Supported daily operations for an international UK-based client and maintained accurate order and inventory records.

Internship Trainee | Excelerate | May 2026

Collaborated with international teams on project coordination and administrative assignments.

Virtual Assistant Apprentice | Tech Sphere Academy | Feb 2026–Apr 2026

Completed 10+ mock and live client projects and built administrative systems and workflows.

Sales Representative | Jumia Nigeria | 2019–2021

Developed strong customer service, communication, and relationship management skills.

Education

B.Sc. Tourism Studies (In View) – National Open University of Nigeria; National Diploma, Science Laboratory Technology – IMT Enugu; Certificate in Hospitality – Lantana College

Certification

Virtual Assistant Certification – Tech Sphere Academy (2026)