

ANTHONY EGBUACHOR

Virtual Assistant

Nigeria · Available Worldwide

mr.egbuachor@gmail.com

+234 706 126 6657

instagram.com/thestablecapital

PROFESSIONAL PROFILE

Virtual assistant supporting busy professionals with administrative work, email and calendar management, research, customer communication, spreadsheets, social media support, e-commerce tasks and day-to-day digital operations. Detail-oriented, quick to learn new systems and comfortable working independently in remote environments.

CORE COMPETENCIES

- Email and calendar management · appointment and meeting scheduling
- Data entry · internet research · spreadsheet management · file organization
- Customer support · CRM updates · professional written communication
- Travel planning · document formatting · meeting coordination
- Social media scheduling · Canva design · e-commerce support
- Project management · website updates · basic website administration

PORTFOLIO DEMONSTRATION PROJECTS

- Executive Inbox Management System — triage labels, follow-up queue and daily review workflow.
- Executive Weekly Calendar — time blocking, meeting buffers, preparation and follow-up windows.
- Lead Research Database — structured prospect research, status tracking and follow-up fields.
- Customer Support Response Library — reusable templates for common support scenarios.
- Business Travel Itinerary — flights, hotel, transfers, meetings and daily logistics.
- Business Expense Tracker — categorized spending records and monthly summary structure.

TOOLS

Google Workspace

Gmail, Calendar, Drive, Docs, Sheets

Microsoft Office

Word, Excel

Collaboration

Slack, Zoom, Trello, Asana, Notion, ClickUp

CRM & Scheduling

HubSpot, Calendly

Design & AI

Canva, ChatGPT

STRENGTHS

- Strong written communication
- Detail-oriented
- Fast learner
- Comfortable working independently

AVAILABILITY

- Full-time
- Part-time
- Freelance
- Contract

PROFESSIONAL DEVELOPMENT

Virtual Assistant course — completed.