

Godswill Ifeanyichukwu

Virtual Assistant • Customer Support • Marketing & Operations

WhatsApp: wa.me/2349038646474 • godswilldigitals@gmail.com • Aba, Nigeria, available in any timezone • Dual internet and up to four backup power sources

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SUMMARY

Organised remote professional with 4+ years supporting entrepreneurs, agencies, coaches and digital businesses across administration, client communication, content scheduling, customer support, research and project coordination. Strong written English, careful with detail, and comfortable owning a task through to completion without being chased. Experienced running several client accounts in parallel, working from written SOPs, and documenting processes so they survive a handover.

CORE SKILLS

Inbox & client communication • Calendar & task coordination • Content upload and scheduling across platforms • Email & chat customer support • Issue triage and troubleshooting • CRM administration & data hygiene • Research and data management • Documentation & SOP writing • Project coordination • Reporting and dashboards • Marketing and email operations support • Remote team collaboration

EXPERIENCE

Virtual Assistant & Operations Support

Linn Virtual Solutions • Remote • 2024 to Present

- Support multiple client accounts across administration, client communication, research and digital systems
- Coordinate multi-step projects from planning through delivery, keeping tasks, deliverables and stakeholders organised
- Manage CRM, email and automation workflows to reduce manual work and improve response time
- Build and maintain reporting dashboards for performance tracking

Content Upload & Scheduling Assistant

Christian Davis and other private clients • Remote • Ongoing

- Upload and schedule video content across Instagram, TikTok, LinkedIn and YouTube
- Upload and organise training and course videos on Whop
- Work from a content calendar, matching caption, date and platform against the source every time
- Handle several client accounts in parallel without cross-posting errors

Email & Customer Data Support

Agency Client (confidential) • Remote • 2024 to 2026

- Maintained organised customer data and list-hygiene processes across a large account
- Coordinated campaign execution with analytics and creative stakeholders
- Supported segmentation, testing and performance review cycles

Client Projects & Coordination

Ricks Creative Agency • Remote • Jan 2020 to Present

- Manage client communication and project delivery across multiple contributors
- Create SOP-style processes, campaign documentation and implementation plans
- Keep deliverables moving on schedule across design, video and automation work

Marketing & Content Coordinator

English for Positive Change • Remote • Nov 2023 to Present

- Coordinate email, social, webinar and content activity for an education platform serving learners in 30+ countries
- Support instructors with scheduling, materials and audience communication

TOOLS

Project & communication: Asana, ClickUp, Notion, Slack, Google Workspace, Loom

CRM & email: GoHighLevel, HubSpot, ActiveCampaign, Klaviyo, Mailchimp, Zapier, Make

Content & publishing: Instagram, TikTok, LinkedIn, YouTube, Whop, Canva, Figma, WordPress, Shopify, GA4

EDUCATION & CERTIFICATIONS

B.Sc. Mathematics Education, Michael Okpara University of Agriculture, Nigeria · 2021

Google Digital Marketing Certification · LinkedIn Digital Marketing Certifications

Languages: English (advanced professional) · Igbo (native)