

REGINA DIVINE

VIRTUAL ASSISTANT



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regina.techsightagency.com

PROFIL SUMMARY

Highly organized Social Media Manager & Virtual Assistant with experience supporting businesses through content creation, brand marketing, and administrative assistance. Skilled in managing social platforms, improving engagement, executing campaigns, and providing efficient remote business support. Known for strong communication, attention to detail, and ability to work independently to meet deadlines and drive results.

EXPERIENCE

Virtual Assistant and Social Media Manager

March 2024 – 2025

Techsight Agency
Port Harcourt, Nigeria

I worked as a Virtual Assistant and Social Media Assistant at Techsight Creative Agency, assisting with content scheduling, client communication, workflow organization, research, and improving overall team efficiency.

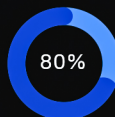
Social Media Manager

January 2023 – February 2024

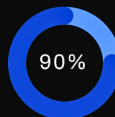
NovaWorks Studio
Accra, Ghana

I built a structured Notion workspace that included a detailed CRM and a content calendar. Their previous calendar was empty, and client details were scattered without a clear system. The new setup helped them organize contacts, track communication, and plan content all in one place.

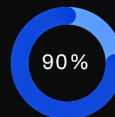
SKILLS



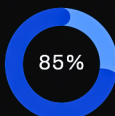
Content creation
& scheduling



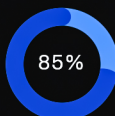
Email & calendar
management



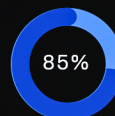
Appointment setting



Client communication
& support



CRM & workspace
tools



Data entry & file
organization

EDUCATION

Virtual Assistant & Social
Media Management Program

2022 - 2023

ALX Africa

Computer Science

University of
Port Harcourt

2021- 2025

LANGUAGES



English



French