

Happiness Okon

Executive & Administrative Virtual Assistant • Social Media Manager

Contact available on request | — | [linkedin.com/in/happiness-okon](#) | [gamma.app/docs/Hi-I-am-Happiness-Okon-sc77kw849537165](#)

PROFILE SUMMARY

Freelance Executive Virtual Assistant and Social Media Manager with 4+ years supporting founders, small business owners, and growing brands. Combines sharp administrative discipline with a creative content instinct — the kind of person who can keep a CEO’s calendar running smoothly in the morning and plan next week’s content calendar by afternoon. Trained with VSE Africa and currently serving as their Social Media Intern. Thrives in fast-moving, remote environments where structure, initiative, and clear communication are everything.

WORK EXPERIENCE

Social Media Intern • Present

VSE Africa • Remote

- Managing and scheduling content across social media platforms in support of VSE Africa’s brand and community growth.
- Applying hands-on training in administrative support and content systems to real operational workflows.
- Contributing to content planning, community engagement, and platform consistency for a growing professional training brand.

Executive & Virtual Assistant • Feb 2021 – Present

Freelance • Remote | Founders, Small Business Owners & Growing Brands

- Managed email organization, calendar scheduling, and administrative workflows across multiple client accounts simultaneously.
- Supported content planning and execution for clients, coordinating deliverables and maintaining consistent publishing schedules.
- Used Google Workspace (Docs, Sheets, Drive, Calendar), Trello, Asana, and Zoom to manage tasks and client communications efficiently.
- Handled travel planning, document management, and general operations support, enabling clients to focus on high-priority work.
- Maintained organized digital records and filing systems, ensuring easy access and accuracy across all client accounts.

Customer Support Representative • Oct 2024 – Jun 2025

IMFI ICT Academy

- Assisted clients with product inquiries and troubleshooting, delivering timely and effective resolutions.
- Maintained professional communication standards across all client interactions, contributing to high satisfaction rates.

CORE SKILLS

- Email & Inbox Management
- Calendar & Schedule Management
- Travel Planning & Coordination
- Data Entry & Record Keeping
- Project Coordination
- Content Planning & Scheduling
- Social Media Management
- AI Prompting & Research
- Internet Research
- Client Communication

TOOLS

Productivity

Google Workspace • Microsoft Office

Project Management

Trello • Asana

Communication

Zoom • Gmail

Design

Canva

TRAINING

VA Training Programme

VSE Africa — Administrative Support, Project Management Tools & Content Systems

LANGUAGES

- English — Fluent / Native
- Ibibio — Native

AVAILABILITY

Open to Full-Time Remote

Affiliate Marketing Specialist • Jan 2023 – Aug 2024

CurrentNG

- Promoted and sold products on the CurrentNG platform, consistently meeting sales targets.
- Coached and monitored team members on effective sales strategies, supporting overall platform performance.

EDUCATION

Bachelor of Education (B.Ed.) — Guidance & Counselling • Jul 2020 –

Jul 2025

University of Uyo