

VIRTUAL ASSISTANT|ADMINISTRATIVE ASSISTANT

Ekunniyi Temilade Omorinsola

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PROFESSIONAL SUMMARY

Proactive Virtual Assistant with over 3 years of experience providing administrative and project management support in fast-paced environments. Skilled in calendar management, email correspondence, and document preparation, achieving a 98% on-time task completion rate. Adept at coordinating client communications and social media management, increasing customer satisfaction by 20% through efficient support and engagement.

PROFESSIONAL EXPERIENCE

Nodrote - Lagos, Nigeria | June 2021-March 2023

Virtual Assistant

- Tryy Managed team calendars and scheduled over 50 meetings monthly, ensuring 100% accuracy and timeliness.
- Handled email correspondence, maintaining 95% response rate within 24 hours for urgent communications.
- Prepared and edited 10+ reports and presentations.
- Coordinated project tasks and tracked progress, meeting 98% of deadlines across multiple initiatives.

EHR-Lagos, Nigeria | November 2023- March 2026

Administrative Assistant

- Organized and maintained digital files, improving document retrieval time by 30%.
- Provided customer support, resolving 90% of client inquiries within the first contact.
- Assisted with social media content scheduling, increasing engagement by 15% in three months.

Ara Novelty Ideas-Lagos, Nigeria | May 2026- Present

Operations Assistant

- Customer Service-Responding to customers, handling enquiries and complaints, and communicating order/ delivery updates.
 - Operations-monitoring website orders, coordinating deliveries and following up with dispatch riders.
 - Product Marketing-designing product-focused marketing materials using Canva and maintaining consistent company branding.
 - Office Operations-preparing and maintaining the office environment at the beginning of the work day
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SKILLS

- Calendar Management and Scheduling
 - Email Correspondence and Prioritization
 - Document Preparation and Editing(PowerPoint,Word)
 - Project Coordination and Task Tracking
 - Digital File Organization and Management
 - Client/Customer Support and Onboarding
 - Proficiency in Microsoft Office Suite and Google workspace
 - Strong Verbal and Written Communication Skills
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EDUCATION

Bachelor of Business Administration

University of Lagos- Lagos,Nigeria | February 2026

ADDITIONAL INFORMATION

Languages: English Language

Certifications: Completed my training from the EHR Community

CERTIFICATE

OF ACHIEVEMENT

**VIRTUAL
ASSISTANT
TRAINING**



EMPOWER
HER REMOTELY

PROUDLY PRESENTED TO:

Ekunniyi Temilade Omorinsola

Has completed the "Virtual
Assistant" training at Empower Her
Academy.

UDUAK DORATHY NWOSU
FOUNDER