ADEGBAMIGBE PRECIOUS ADEBIMPE

Lagos, Nigeria | 07085997972 | preciouslovein@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and highly organized Virtual Assistant and Job Placement Officer with experience in remote recruitment support, candidate coordination, calendar management and administrative operations. Skilled in maintaining applicant records, handling professional correspondence and keeping accurate hiring pipelines using Google Workspace and Microsoft Office. Strong communicator with fast, accurate data handling, a commitment to confidentiality, and the ability to streamline workflows and improve candidate experience. Currently completing a BSc in Sociology and recently certified in Product Management.

CORE SKILLS

- Recruitment Coordination and Candidate Screening
- Calendar and Schedule Management
- Data Entry and Data Management
- Record Keeping and Documentation
- Microsoft Word, Excel and Office Tools
- Google Workspace (Docs, Sheets, Calendar, Gmail)
- Professional Email and Phone Correspondence
- Fast and Accurate Typing
- Confidential Data Handling
- Time Management and Attention to Detail
- Verbal and Written Communication
- Remote Collaboration

WORK EXPERIENCE

Virtual Assistant (Job Placement Officer)

Albacore Consulting Firm, Dallas, Texas (Remote) | 2024 – Present

- Manage calendars, meeting schedules and follow-up reminders for interviews, client calls and candidate check-ins

- Communicate with employers and candidates by email, phone and messaging platforms to keep recruitment workflows running smoothly
- Review candidate resumes and profiles to match skills, experience and career goals with suitable job opportunities
- Maintain accurate applicant records and hiring pipeline information

Field Sales Agent

Renmoney Microfinance Bank Ltd, Lagos | 2022 – 2023

- Entered and updated customer information in company databases accurately
- Transferred data from physical forms to digital systems
- Verified records for completeness and correctness
- Maintained organized files and reports
- Handled confidential customer information

Junior Accountant

Bugatti Club, Festac, Lagos | 2021 – 2022

- Recorded daily financial transactions using spreadsheets and accounting records
- Entered invoices, receipts and payment data into digital systems
- Prepared simple reports using Microsoft Excel and Word
- Ensured accuracy of numerical and written data

Front Desk Officer

Paradise Hotel & Suites, Lagos | 2020 – 2021

- Entered guest information into the hotel management system
- Maintained accurate booking and payment records
- Answered calls and converted verbal information into written records
- Managed documents and customer data professionally

Sales Representative

Oluwakemi Confectionery, Lagos | 2018 – 2019

- Maintained daily sales records and inventory data
- Prepared written reports and summaries of transactions

Class Teacher

Britelads Nursery & Primary School, Lagos | 2017 – 2018

- Prepared student records and academic reports using word processing tools
- Maintained organized documentation and files

EDUCATION

BSc Sociology (In Progress) University of Lagos (UNILAG), Institute of Continuing Education (ICE)

Ordinary National Diploma (OND) in Accountancy Lagos State Polytechnic | 2018 – 2021

West African Senior School Certificate Examination (WASSCE) The Primelight High School | 2011 – 2017

CERTIFICATIONS

- Product Management, Techcrush (2026)
- Digital Marketing for Entrepreneurs, YALI Network (2023)

REFEREES

Available upon request.