OLUWANIFEMI
Virtual Assistant
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PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant specializing in email management and administrative support. Skilled in organizing inboxes, managing schedules, and tracking tasks to improve overall productivity. Proficient in Google Workspace and committed to delivering reliable, efficient support to streamline business operations.

CORE SKILLS

● Administrative Support: Expert in managing daily operational tasks and providing structured professional communication.
● Email Management: Skilled in organizing and managing complex email inboxes to ensure timely responses.
● Calendar & Schedule Coordination: Managing schedules and coordinating meetings efficiently.
● Data Entry & Management: Proficient in tracking tasks, deadlines, and data using spreadsheets.
● Task Management: Strong ability to track project deadlines and maintain organized workflows.
● Documentation: Experienced in creating professional meeting summaries and detailed reports.

PROFESSIONAL EXPERIENCE

Virtual Assistant
● Practice Experience
● Email & Communication: Organized and managed email inboxes to maintain streamlined communication channels.
● Administrative Coordination: Created comprehensive meeting summaries and professional reports for record-keeping.
● Data Tracking: Utilized spreadsheets to track tasks, monitor deadlines, and ensure project milestones were met.
● Professional Outreach: Provided structured and professional communication to maintain high standards of business etiquette.

TOOLS & PLATFORMS

● Google Workspace: Google Docs, Google Sheets, Google Calendar Google drive.
● Social media support.
● Design & Content: Canva.
● Productivity: Email Management Tools, Spreadsheet Software.
● Administrative: Task Management Systems, Digital Filing.

EDUCATION & CERTIFICATIONS

Virtual Assistant Training: Practice Experience in Administrative Support and Digital Coordination.