OMOTOSHO DAMILOLA RACHEL

Executive Virtual Assistant | Remote Administrative Support
Tel: +2348101643355 | **Email**: omotoshodamilola212@gmail.com

PROFESSIONAL SUMMARY

Dependable, well-organised Executive Virtual Assistant with over 5 years of experience supporting daily business operations remotely. Experienced in follow-ups with leads, candidates and clients, appointment and meeting scheduling, customer communication, email and correspondence management, and keeping spreadsheets, trackers and records accurate and up to date. Tech-savvy, with a B.Sc. in Computer Science and hands-on experience with Google Workspace, Microsoft Office, Zoom, Slack, Canva and AI tools such as ChatGPT and Claude. Works independently, manages multiple priorities and deadlines, and communicates clearly in writing.

CORE SKILLS

- Lead & Candidate Follow-up
- Appointment Setting & Scheduling
- Customer & Client Communication
- Email & Correspondence Management
- Spreadsheet, Tracker & Data Management
- Document & Records Management
- Deadline & Follow-up Tracking
- Online Research & Information Gathering
- Google Workspace & Microsoft Office
- Zoom, Slack, Canva
- AI Tools (ChatGPT, Claude)
- Meeting & Appointment Coordination
- Data Entry & Information Updates
- Task Coordination & Prioritisation
- Administrative & Operational Support
- Remote Team Support

WORK EXPERIENCE

Apex Knowledge Desk | Virtual Assistant / Community Manager Apr 2026 – Aug 2026

- Handled emails, enquiries, follow-ups, and routine communication with up to 10 candidates daily.
- Coordinated onboarding activities, schedules, tasks, and follow-ups remotely to keep processes moving.
- Maintained spreadsheets and trackers for ambassador information, tasks, participation, and engagement.
- Managed records and administrative documentation with 99% accuracy.
- Completed 20+ administrative and coordination tasks weekly while working independently and remotely.

Kemuel Consult | Virtual Assistant 2023 – 2025

- Managed emails, appointments, schedules, client requests, and follow-ups for day-to-day operations remotely.
- Followed up on outstanding client requests to keep tasks moving and nothing missed.
- Maintained 20+ weekly digital records with 99% accuracy and kept information properly organised.
- Updated documents, spreadsheets, digital files, and records to ensure information remained current.
- Conducted online research and prepared reports, summaries, and business documents.

Samolu Ventures | Administrative Assistant 2019 – 2023

- Managed business correspondence, customer communication, follow-ups, and routine administrative requests.
- Coordinated meetings, appointments, schedules, and related administrative arrangements.
- Maintained over 30 company records and digital files for easy access and reference.
- Prepared and updated reports, spreadsheets, presentations, and business documents.
- Provided general administrative support to keep daily activities organised and on schedule.

EDUCATION

Bachelor of Science (B.Sc.) in Computer Science
Michael Okpara University of Agriculture, Abia State

CERTIFICATIONS

- Virtual Assistant Certificate | ALX
- Virtual Assistance Mastery Training | VESA
- High Impact Executive Virtual Assistant Training | Skill2Scale