

ABAYOMI WURAOLA

Lagos State, Nigeria || +234 902 978 8201 ||

|| abayomiwuraola686@gmail.com || <http://www.linkedin.com/in/wuraola-abayomi> ||

Career Objective

To secure a position that will help utilize my knowledge, skills, and abilities in the industry that offers a competitive environment, a true profession to put in the acquired skills and gain exposure to upcoming technologies while being resourceful, innovative, and flexible.

Core Competencies and Skills

- Virtual assistant with over two years experience helping businesses and entrepreneurs to manage their time and achieve their business goals
- Demonstrated the ability to complete tasks accurately despite interruptions and competing demands.
- Ability to be manage blogs, send mails, and also perform project management works
- Ability to write reports and proposals
- Highly proficient in the use of Canva, Look, Zoom, Asana, Click Up and Mail Chimp to effectively deliver results
- Highly proficient in computer applications like Google Suite and Office 365.
- Excellent communications – articulate and concise, both verbal & written
- Proven ability to manage social media pages and prepare slides for presentations
- Strong team orientation and diplomatic skills – self-confident, willing to share credit, able to build relationships and working processes with customers and online audience
- Highly Passionate, energetic and result-oriented in service delivery.
- Demonstrated well- developed teamwork, analytical thinking, and problem solving skills constantly seeking self-improvements and continuous learning, and development opportunities in administrative and management.

Work Experience

Virtual Assistant | ALTITUDE OPERATIONS

June 2022 - Present

Duties:

- Answer emails and phone calls from customers.
- Schedule appointments.
- Make cold calls to generate leads from a provided spreadsheet.
- Create content to post on the company's social media channels.
- Conduct online research to find address and contact details for a given list of companies.
- Prepare presentations according to instructions given.

Administrative Assistant/Blog Manager | JAMIE LEE & CO

Sept. 2020 - Oct. 2021

Duties:

- Scheduled appointments and maintain calendars.
- Scheduled and coordinated staff and other meetings.
- Collated and distributed mail.
- Prepared communications, such as memos, emails, invoices, reports and other correspondence.
- Wrote various types of articles, blogs and other online resources.
- Covered many different industry topics.
- Provided feedback to other contributors, and editing others' content.
- Conducted analytical projects to improve blog strategies/tactics.

Education

B.A (Ed). Early Childhood Education
University of Lagos, Lagos State.

2019 - Present

Volunteering Experience

Content Creator / Blog Manager | INDIVIDUAL ACCOUNT

Sept. 2021 - Oct. 2021

Duties:

- Research industry-related topics (combining online sources, interviews and studies)
- Write clear marketing copy to promote our products/services
- Prepare well-structured drafts using Content Management Systems
- Proofread and edit blog posts before publication
- Identify customers' needs and gaps in our content and recommend new topics
- Ensure all-around consistency (style, fonts, images and tone)
- Update website content as needed

Professional Certifications

Sales Enablement
HubSpot Academy

November 2021

Become a Brilliant Project Manager
Pearson

July 2022

Referee

Available on request