



EVELYN ASHAOLU

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SUMMARY

I am a highly motivated and adaptable professional with strong IT skills and a proven track record in project management, problem-solving, and teamwork. I excel at prioritizing tasks, meeting strict deadlines, and working both independently and collaboratively. I am proficient in Microsoft Suite, Canva, Figma (For designs) and I leverage technology to optimize processes and enhance efficiency.

WORK EXPERIENCE

Executive Assistance Jan 2023 - Present
Harvest Stack Nigeria Ltd

- Streamlined office operations, reducing administrative inefficiencies by 25%.
- Coordinated meetings, conferences, and reports, improving executive productivity by 30%.
- Managed correspondence and research, enhancing decision-making efficiency.
- Identified potential risks and developed mitigation strategies, reducing operational risks by 20%.

Business Developer Representative/ Assistant to Marketing/Sales Manager Feb 2021 - Dec 2022
Interra Networks Limited

- Assisted in product development and marketing strategy execution, increasing market reach by 35%.
- Conducted market research and intelligence, improving business decision-making.
- Created content and managed company social media, boosting engagement by 50%.
- Developed promotional materials, enhancing product visibility and brand awareness.

Aug 2021 - Dec 2021

Virtual Assistant / Customer Care Representative
National Tuberculosis Program

- Managed inbound/outbound patient calls, improving response time by 30%.
- De-escalated complaints, increasing patient satisfaction by 25%.
- Provided essential tuberculosis information, improving patient access to treatment.
- Trained new employees, reducing onboarding time by 20%.

EDUCATION

BSC Agriculture Jan 2015 - July 2021
Bayero University Kano (BUK)

O Level

ECWA Baba Alhamdu Secondary School
West African Examination Council (WAEC) Sept 2009 - Aug 2014
National Examination Council (NECO)

ADDITIONAL INFORMATION

- Technical Skills:** Office & Administrative Management, Data Analysis & Reporting, Marketing & Business Development, Marketing & Business Development, Social Media Management, Customer Support & Virtual Assistance, IT Collaboration & Digital Tools
- Languages:** English, Yoruba, Hausa
- Certifications:** Asana Workflow specialist, Introduction to frontend Development, Certified nursing assistance.