

# DEBORAH ADENUGA

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🇳🇮 Nigerian  
📍 Lagos  
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## SKILLS

Teamwork  
Research and development  
Project management  
Excellent oral and written communication skills  
Google Calendar  
Google Slides  
Google Docs  
Google Drive  
Google Sheets  
Virtual Assistant  
Technical proficiency in Microsoft Word and Excel

## LANGUAGES

English  
Yoruba

## CERTIFICATION

ALX CERTIFICATE: 26th November 2024

## ASSOCIATIONS

## REFERENCES

AVAILABLE ON REQUEST.

## PROFESSIONAL SUMMARY

A highly motivated and detail-oriented virtual assistant with a strong foundation in organization and efficiency. Experienced in project management and customer support, adept at quickly learning new tools and adapting to evolving workflows. Committed to delivering high-quality service, optimizing processes, and ensuring seamless operations with professionalism and precision.

## WORK EXPERIENCE

### SHADY'S KITCHEN

Shady's kitchen – virtual Assistant -Lagos State

Feb 2022 - Till Date

- Managed social media presence across platforms
- creating and scheduling posts
- responding to comments and analyzing engagement metrics.
- Conducted market research to identify trending topics and audience interests.
- Designed and implemented social media campaigns to boost brand awareness.
- Collaborated with influencers and partners to expand reach and engagement.

### FORTSOLAR

Fort solar virtual assistant - Lagos state

- From January 2024 to Aug 2024

- Supported executive staff by managing calendar
- coordinating travel arrangement
- preparing meeting agendas, which enhanced overall efficiency by 25%
- Drafted and proofread professional correspondence, reports, and presentations.
- Streamlined internal communication by implementing task management tools.
- Conducted research and compiled data to support decision-making processes.

### ALX INTERN

ALX intern- Lagos State

-August 2024 – November 2024

- Streamlined communication channels by implementing a centralized system for tracking client interactions
- resulting in improved response times and client satisfaction

## EDUCATION

BSc computer science

National institute of technology Nigeria

- From 2023 to 2025