SAMSON AKINSANYA
Executive Virtual Assistant | Tech-Savvy Support Specialist

samsonoakinsanya@gmail.com | linkedin.com/in/samson-akinsanya-o https://samsonakinsanya.netlify.app/
Obanikoro, Lagos, 100252, Nigeria | +234 816 882 9686

SUMMARY

Resourceful and detail-driven Executive Assistant with 6+ years of full-time remote experience supporting founders and executives across startups, real estate, and investment firms. Proven ability to streamline operations, manage executive communications, and handle multi-channel administrative tasks with precision. Experienced in delivering service excellence, managing Eastern/Pacific time zone operations, and utilizing tools such as Canva, CapCut, Make.com, and Zapier. Adept at supporting tech teams through proactive scheduling, document prep, and project follow-through.

CORE SKILLS

- Calendar & Inbox Management (Google Workspace)
- Email & Communication Support
- Project Coordination & Task Execution
- Canva Design & CapCut Video Editing
- CRM Tools: HubSpot, GoHighLevel, Salesforce
- Automation: Make.com, Zapier, n8n
- Meeting Prep, Reminders & Follow-ups
- Cloud File Organization & GDrive Mgmt
- Cross-Functional Team Collaboration
- Research, Reporting & Due Diligence
- Confidentiality & Discretion
- Eastern & Pacific Time Zone Coverage

WORK EXPERIENCE

Executive Assistant to the CEO   **Feb 2025 – Present**
Purchasingchoice Real Estate Company | Remote

- Automated lead pipeline using Make.com, Sheets, and GoHighLevel; reduced manual input by 60%
- Managed email and calendar scheduling across Pacific & Eastern time zones; maintained 100% conflict-free coordination
- Increased qualified real estate leads by 25% through coordinated outreach and CRM follow-ups
- Delivered weekly status reports and market research to support investment decisions
- Created templated responses and standard documents to accelerate internal comms by 40%
- Tracked project timelines and follow-ups for property deals, ensuring 100% task closure
- Supported internal tech initiatives by coordinating data and admin logistics

Administrative Assistant   **Jul 2024 – Dec 2024**
The Plenipotent Company | Remote

- Managed global meeting schedules, reducing timezone errors and conflicts by 20%
- Maintained CRM records with 98% accuracy, improving data quality for campaigns
- Built automated admin workflows using Google Sheets and Zapier, saving 35% of team hours
- Developed reporting dashboards to monitor project progress and flag delays
- Supported tech and marketing teams with real-time updates and documentation
- Assisted with graphic and video tasks using Canva and CapCut templates
- Delivered 100% of assigned tasks before deadline in a fast-paced, remote environment

Executive Virtual Assistant   Mar 2021 – Jul 2024
 Fidson Healthcare Plc. | Remote

- Handled 200+ emails daily, reducing clutter and response time by 60%
- Coordinated across departments to manage logistics, tasks, and meeting prep
- Created 300+ client-ready documents, forms, and pitch decks with accuracy
- Scheduled 12+ enterprise-level meetings annually, improving executive efficiency
- Managed secure files, reports, and records using cloud platforms (GDrive, OneDrive)
- Supported leadership with confidential projects requiring discretion

Social Media & Customer Support Specialist   May 2021 – Apr 2022
 ShopDilly | Remote

- Increased engagement by 50% through strategic social media scheduling
- Resolved 150+ customer tickets monthly with a 90% first-contact resolution rate
- Designed simple visual assets via Canva, aligned with brand templates
- Improved backend operations and order accuracy, contributing to 15% revenue growth

Secretary to the CEO   Mar 2019 – Jul 2021
 Frontline Packaging Company | Lagos, Nigeria

- Produced 150+ internal and external documents monthly with zero errors
- Cut response time by 50% by developing a streamlined internal comms protocol
- Supported leadership scheduling, procurement, and executive errands
- Organized digital records and files, reducing retrieval time by 70%

TOOLS & TECHNOLOGIES

Google Workspace | Microsoft 365 | Zoom | Notion | Slack | Trello | Asana | Calendly | Canva | CapCut | Zapier | Make.com | GoHighLevel | HubSpot CRM | n8n | Mailchimp | GSheet Integrations | Salesforce CRM | Airtable | ERP Software

EDUCATION

University of Lagos
Bachelor of Science – Public Administration

CERTIFICATION

- **Virtual Assistance Excellence –** ALX Africa
- **Virtual Executive Assistant –** MTF Institute of Management, Technology and Finance
- **AI Agents, AI Automations & AI Voice Agents (n8n) –** Udemy
- **HubSpot CRM Certified Specialist –** Coursera
- **The Complete Zapier Course (Beginner to Expert) –** Udemy
- **GoHighLevel Mastery Course –** GoHighLevel Academy
- **Make.com AI Automation (Integromat) Mastery –** Udemy

LANGUAGES

Yoruba - Native   English - Expert