

**Ayinde Elizabeth Ayomide**

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11th August,2022.

**Jason Hreha**

CEO,Persona  
Worldwide,US

Dear Mr. Hreha,

I am excited to be applying for the role of Virtual Executive Assistant, which I saw was recently posted on LinkedIn.I am especially thrilled about this position because administrative tasks and projects are one of my favorite tasks and I excel at it.

I am incredibly analytical and creative too and these skills would be greatly and efficiently put to use in this role. I also do well in gathering research, use of spreadsheets, events and meetings planning and drafting of emails.

In line with the job description, it appears I am extremely fit for this position. I am fluent in English Language, I am skilled in the use of apps and technology and I am able to commit myself fully to work without being overwhelmed.

A great endurance ability to persevere and willingness to work hard are abilities I possess including intellectual curiosity and a great resourcefulness skill which I would love to put to use in this organization.I have been able to put them to practice while working as a little cousin assistant for my cousin some time ago. I am sure that this experience will also help me pick up new skills and bring more excellent feedback for the company.

My track record of success in anything I find myself doing goes with my philosophy that, "anything worth doing, is worth doing well". I am a great team player too.

I sincerely hope I am opportune to speak further so I can share more about myself, my unique strengths and my enthusiasm for this role.

Thank you so much for your time and consideration.

Best regards,  
Ayinde Elizabeth Ayomide

## AYINDE ELIZABETH

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### SUMMARY

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- Enthusiastic team player.
- Excels in providing exceptional service to clients.
- Analyzed and maintained various accounting activities.

### EDUCATION

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**University of Ibadan** – Ibadan, Nigeria **June 2019– November 2024**  
BA, European Studies

**ALX Africa** - Virtual Assistant Program **July 2022 - present**

### WORK EXPERIENCE

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**Sales Representative** - Olajide Stores **May 2017 - December 2018**

- Prepared monthly and weekly reports.
- Gave sales presentations to clients.
- Collected bills and Managed accounts.

**Teacher** - Olubunmi Divine College **January 2018 - September 2018**

- Worked closely with other teachers to ensure all avenues of the curriculum are met and delivered lessons to the students.
- Encouraged students to develop interest in language learning.
- Established and maintained rapport with other staffs, students

### VOLUNTEER ACTIVITIES

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**Personal Assistant** - To my Cousin **December 2018 - May 2019**

- Planned and Organized schedule.
- Arranged meetings and appointments.
- Efficiently administered a variety of accounting activities.

### SKILLS

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Coding skills                      Translating skill

- HTML 5
- CSS 3
- JAVASCRIPT

### INTERESTS

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Learning Languages  
Technology  
Data Analysis

### LANGUAGES

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• Yoruba - Native                      • English - Expert                      • French - Conversational  
• Russian - Intermediate