

Fiyin Dada

Virtual Assistant



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SUMMARY

Versatile and results-driven Virtual Assistant with experience in administrative support, brand ambassadorship, volunteer coordination, and social media management. Skilled in streamlining operations, managing projects, and delivering excellent client support. Known for combining strong organizational skills with creative communication strategies to boost engagement and drive measurable results.

EXPERIENCE

BRAND AMBASSADOR

My-Lantern App

July 2025 - Present

Lagos, Nigeria

- Promoted the fintech app through referrals and word-of-mouth campaigns, contributing to a 20% increase in user sign-ups.
- Educated potential app users on app features, encouraging savings culture and improving platform usage.
- Represented the brand across campus and online communities helping drive a consistent monthly user growth rate.

ADMINISTRATIVE ASSISTANT

Fesda & Company

Dec 2024 - Aug 2025

Lagos, Nigeria

- Scheduled and coordinated an average of 10+ client meetings and consultations per week, ensuring seamless operations.
- Prepared reports, proposals and presentations that supported 5+ ongoing consulting projects helping consultants meet client deadlines.
- Managed company records, client files and communications, ensuring smooth daily operations.

AMBASSADOR VOLUNTEER

LinkedIn Local Campus Tour- UNILAG Edition

April 2025 - Present

Lagos, Nigeria

- Assisted in creating and distributing 100+ promotional materials such as flyers and social media posts.
- Demonstrated strong problem-solving skills to resolve conflicts among team members.
- Actively provided feedback to the app team, contributing to 2 feature improvements that enhanced user experience.
- Collaborated with the publicity team to design campaigns that boosted event awareness and resulted in high attendance turnout.

Education

UNIVERSITY OF LAGOS

B.sc Mass Communication

Skills

- Administrative Support & Calendar Management
- Client Communication & Customer Service
- Problem Solving & Time Management
- Email Management
- Data Entry & Document Preparation
- Google Workspace Tools & Microsoft Office Suite
- Travel Research and Booking