

BANJOKO AYOMIDE ELIZABETH

VIRTUAL ASSISTANT

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PROFESSIONAL SUMMARY

Highly organized and detail-oriented Virtual Assistant with expertise in administrative support, scheduling, customer service, and event planning. Skilled in managing inboxes, creating travel itineraries, transcribing, and handling confidential client data with discretion. Proficient in Google Workspace, Microsoft Office, Notion, and CRM tools, ensuring seamless workflow and efficiency. Adept at problem-solving, multitasking, and delivering excellent customer experiences.

SKILLS

- Administrative Support – Calendar & email management, document preparation, data entry.
- Customer Service & Support – Handling client inquiries, providing solutions, and maintaining professional communication.
- Event Planning & Scheduling – Organizing meetings, travel arrangements, and event logistics.
- Technical Proficiency – Google Workspace (Docs, Sheets, Slides), Microsoft Office, Notion, CRM tools.
- Organization & Time Management – Prioritizing tasks efficiently under minimal supervision.
- Problem-Solving & Critical Thinking – Finding effective solutions in fast-paced environments.

TECHNICAL PROFICIENCY

- Productivity Tools: Google Docs, Google Sheets, Microsoft Office (Word, Excel, PowerPoint)
- Scheduling & Communication: Google Calendar, Zoom, Microsoft Teams
- Task & Project Management: Notion, Trello, Asana
- Customer Support & CRM: HubSpot, Zendesk

WORK EXPERIENCE

Executive Assistant

THLPHBT DESIGNS COMPANY | 2022 - PRESENT

- Managed email and calendar schedules, ensuring timely responses and efficient time management.
- Organized meetings, scheduled appointments, and sent reminders to streamline workflow.
- Provided detailed reports, meeting minutes, and summaries for executive decision-making.
- Assisted in planning and coordinating art projects and exhibitions, overseeing timelines and budgets.
- Maintained clear communication between stakeholders, ensuring smooth project execution.

Virtual Assistant (Remote)

ALX AFRICA | Feb, 2022 – June, 2022

- Provided administrative support including email and calendar management, appointment scheduling, and customer service etc.
- Assisted in event planning, travel research, itinerary creation, and travel bookings.
- Managed meeting agendas, creating professional presentation slides for client meetings and reports, took detailed minutes, and transcribed key discussions.

Art & Craft Assistant

Kidzown, Victoria Island, Lagos | 2019 - 2020

- Assisted customers, providing excellent service and ensuring a welcoming environment.
- Handled administrative tasks, sales tracking, maintained inventory records, and financial documentation using Google Sheets.
- Engaged children in creative activities, fostering a fun and educational experience.

Sales Representative

GREENFIELD FOODS, GBAGADA, LAGOS | 2018 – 2019

- Delivered exceptional customer service; establishing strong relationships and providing tailored product recommendations, handling inquiries and resolving issues to ensure satisfaction.
- Maintained detailed sales records, tracked orders, and provided reports to management.
- Worked collaboratively with the team to and revenue growth

ACADEMIC QUALIFICATIONS

University of Lagos | 2017 - 2023

Bachelor of Science (B.Sc (Ed))

Funktob High School Arepo Ogun State |

2010 – 2016