



ISAAC GBADEBO

Experienced Virtual Assistant

The slide features a white background with blue geometric shapes. At the top, there is a large blue trapezoidal shape with diagonal lines extending from its top corners. At the bottom, there is a blue horizontal bar with a trapezoidal section in the center.

Welcome to my Virtual Assistant Portfolio!

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ABOUT ME

ISAAC GBADEBO

I am a dedicated and results-driven virtual assistant with a passion for streamlining operations, boosting productivity, and delivering top-notch support to clients from various industries. My commitment to excellence, proactive approach, and diverse skill set make me an ideal partner for your virtual assistance needs.



VISION

Transforming Challenges into Opportunities

My vision as a virtual assistant is to transform challenges into opportunities for my clients. I aspire to be a catalyst for their growth and success, delivering efficient, adaptable, and high-quality virtual support. I envision becoming the go-to choice for those seeking seamless assistance, enabling them to focus on what matters most. I aim to inspire and lead by example in the virtual assistance community, setting the standard for excellence.

MISSION

Empowering Success Through Seamless Support.

As a virtual assistant, my mission is to empower professionals, entrepreneurs, and businesses by providing impeccable virtual assistance. I am dedicated to streamlining operations, enhancing productivity, and helping clients achieve their goals. With a commitment to excellence and a proactive approach, I aim to be the trusted partner that simplifies their work and fosters success.

SERVICES OFFERED

ADMINISTRATIVE SUPPORT	RESEARCH ASSISTANCE	SOCIAL MEDIA MANAGEMENT
<ul style="list-style-type: none">• Manage emails, calendars, and appointments.• Organize and maintain digital files and documents.• Handle data entry and ensure data accuracy.	<ul style="list-style-type: none">• Conduct in-depth research for projects, reports, or market analysis.• Summarize findings and provide data-driven insights.• Source relevant information and references.	<ul style="list-style-type: none">• Create and schedule engaging social media posts.• Monitor and respond to comments and messages.• Track performance and provide analytics reports.

SERVICES OFFERED

EMAIL MARKETING	CONTENT CREATION	CUSTOMER SUPPORT
<ul style="list-style-type: none">• Develop, design, and launch email campaigns.• Manage email lists and segment recipients.• Analyze campaign results and adjust strategies.	<ul style="list-style-type: none">• Generate high-quality written content, including articles, blog posts, and reports.• Ensure content is well-researched, engaging, and tailored to the target audience.• Proofread and edit content for accuracy and clarity.	<ul style="list-style-type: none">• Respond to customer inquiries and resolve issues.• Provide product or service information.• Maintain customer support databases and documentation.

SERVICES OFFERED

SCHEDULING AND CALENDAR MANAGEMENT	DATA ANALYSIS AND REPORTING	TRAVEL ARRANGEMENTS
<ul style="list-style-type: none">• Coordinate appointments, meetings, and events.• Manage schedules and send reminders.• Optimize time management for clients.	<ul style="list-style-type: none">• Collect, analyze, and interpret data.• Create data-driven reports and visualizations.• Identify trends and provide insights for informed decision-making.	<ul style="list-style-type: none">• Book flights, hotels, and transportation.• Prepare detailed itineraries.• Handle changes or adjustments to travel plans.

EDUCATION BACKGROUND

OND INFORMATION TECHNOLOGY	BSC COMPUTER SCIENCE	DIPLOMA VIRTUAL ASSISTANT
2014	2017	2022
ECWA INTERNATIONAL COLLEGE OF TECHNOLOGY, JOS, PLATEAU STATE, NIGERIA	OBONG UNIVERSITY, AKWA IBOM STATE, NIGERIA	ALX AFRICA

WORK EXPERIENCE

- Manage CEO's schedule, communications, and document prep, ensuring efficient record-keeping and stakeholder liaison.
- Conduct research, analyze data, and present clear insights for decision-making.
- Professionally represent the CEO in meetings and events, enhancing their image and connections.

- Create compelling visual content that aligns with JCI's mission and values.
- Design eye-catching graphics for various digital and print materials, including social media posts, newsletters, brochures, and banners.
- Collaborate with JCI teams to transform concepts and ideas into engaging and impactful visual stories.
- Ensure brand consistency and quality in all design projects.

- Design, install, and maintain computer hardware and software configurations.
- Run quality checks on products/programs for optimal performance and ensure IT database security.
- Train staff, collaborate with IT professionals, and provide recommendations for improved operations.

- Generate captivating visual content that enhances YALI's online presence.
- Design infographics and illustrations to convey information and statistics effectively.
- Collaborate with the content team to transform written content into visually engaging materials.
- Maintain a library of creative assets for YALI's communication needs.

CDLP HUB LTD

EXECUTIVE ASSISTANT

JCI

**GRAPHIC DESIGNER
(VOLUNTEER)**

LIVINGSTONE COLLEGE

ICT INSTRUCTOR

YALI NETWORK

**GRAPHIC DESIGNER
(VOLUNTEER)**

SKILL SET



- Google workspace



- Communication



- Scheduling



- appointments and calendars



- Data entry



- Fast learner



- Travel booking



- Email handling



- Customer service



- Canva



- Social media



- management



- Graphic design



- Writing and Transcribing

PROJECT 03

CERTIFICATE OF COMPLETION
WITH HONORS

This is awarded to

Isaac Gbadebo

For completing the ALX Virtual Assistant
Programme on December 16, 2022.



FRED SWANIKER
Founder & CEO AL Group



CONTACT ME

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THANK YOU