

# JOHN OMINDE

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## PROFESSIONAL SUMMARY

Detail-oriented and proactive Virtual Assistant with a proven track record supporting executives and teams across diverse industries. Skilled in managing administrative operations, scheduling, email handling, data entry, and client communication. Tech-savvy and organized with hands-on experience using modern business tools and platforms. Committed to delivering timely, high-quality virtual support to help businesses thrive remotely.

## SKILLS

- Calendar & Schedule Management
- Email & Communication Support
- Data Entry & File Management
- Customer Service & Client Relations
- Social Media Content & Engagement
- Project Coordination & Task Management
- Content Creation & Editing
- Bookkeeping & Invoicing
- Travel & Event Planning
- Confidentiality & Discretion

## TECHNICAL PROFICIENCY

- Office Tools: Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Gmail)
- CRM Systems: Salesforce, HubSpot, Zoho
- Project Management: Trello, Asana, ClickUp
- Communication: Slack, Zoom, Skype
- Content & social media: Canva, Hootsuite, Buffer
- Accounting Software: QuickBooks, Xero

## Professional Experience

### Virtual Assistant, Remote

ToBuild LLC | United States

Jan 2025 – Present

- Assisted with technical job application processes for software engineering roles.
- Provided comprehensive administrative support including document preparation and data organization.
- Supported internal communications and crafted engaging content for digital platforms.

### Virtual Assistant, Remote

Remote CoWorker | United States

May 2024 – Dec 2024

- Oversaw email communication, managed client inquiries, and maintained contact databases.
- Handled social media scheduling, content drafting, and basic engagement strategies.
- Conducted industry research and compiled weekly insights to inform business development.
- Delivered customer support with a focus on satisfaction and timely resolution.

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Education

Technical University of Kenya