

Virtual Assistant Portfolio

by

Khadijat Oduyemi (Kay)



About Me

Hi, I'm **KHADIJAT ODUYEMI**—pronounced Ka-dee-jat – but feel free to call me Kay. I'm totally okay with what's easiest for you.

For the last 5 years, I've been the secret weapon for executives, transforming chaos into clarity. My time as a Legal Secretary taught me the value of precision, confidentiality, and effective problem-solving. Now, I use that knowledge to help busy professionals like you stay organized, efficient, and free from stress. I focus on managing emails, scheduling appointments, organizing documents, and streamlining workflows—allowing you to concentrate on growing your business. Thanks to my support, clients have saved over 10 hours a week, cut missed deadlines by 90%, and significantly improved their response times to inquiries. I don't just lend a hand—I anticipate your needs, create order, and make your life a whole lot easier. Let's simplify, systemize, and tackle tasks together.



My Vision

To bring ease, structure, and efficiency into the lives of busy professionals. I strive to create seamless workflows, eliminate overwhelm, and ensure every task is handled with precision and care—so my clients can focus on growth, strategy, and what truly matters.

Through reliability, clear communication, and proactive support, I aim to be more than just an assistant—I want to be a trusted partner in success.

My Mission

To provide seamless, reliable, and high-quality virtual support that helps busy professionals stay organized, productive, and stress-free. I am committed to handling tasks with efficiency, confidentiality, and attention to detail—ensuring my clients can focus on their goals without distractions.

By streamlining operations, improving workflows, and anticipating needs, I don't just assist—I create solutions that make work and life easier.

What I can do for you

- No More Missed Emails or Delayed Replies – I'll keep your inbox organized, ensuring clients and partners always get timely responses.
- Never Double-Book or Miss a Meeting Again – I handle scheduling, reschedules, and follow-ups so your calendar stays stress-free.
- Save 10+ Hours a Week on Admin Work – I take care of document management, CRM updates, and workflow setup so you can focus on coaching.
- Confidential & Reliable Support – Whether it's contracts, client data, or business details, I ensure everything is handled with discretion.
- Keep Projects & Tasks Running Smoothly – I streamline tasks with Asana, Trello, and Notion so nothing falls through the cracks.



Educational Background

High School

2005 - 2011

Muslim Girls' High School, Ijebu-Ode, Ogun State, Nigeria.

College

2014 - 2019

Tai Solarin University of Education, Ijagun, Ogun State.

Bachelor in Science(Secretarial Administration)

Additional Certifications

Must have skills(training) for Virtual Assistants)

- Email Marketing Certified
- Virtual Assistant Training Handbook
- Google Calendar
- Other available

Certificates

[Click here](#)

How I work with my client

I believe in efficiency, clarity, and seamless collaboration. My goal is to make your life easier by handling the details, keeping things organized, and ensuring smooth operations. Here's what working with me looks like.



I don't just assist – I partner with you to create structure, ease, and efficiency in your daily operations. Let's work smarter, not harder—together!



Understanding Your Needs

We'll start with a conversation to understand your needs, challenges, and what kind of support would make the biggest difference for you. This helps me personalize my approach, ensuring a smooth and efficient experience for both you and your customers.



Setting Up a System

I'll put a clear system in place for managing tasks, handling customer inquiries, and setting priorities—so nothing gets overlooked. Whether it's responding to emails, resolving issues, or keeping track of support tickets, I ensure everything runs smoothly and efficiently.



Seamless Execution

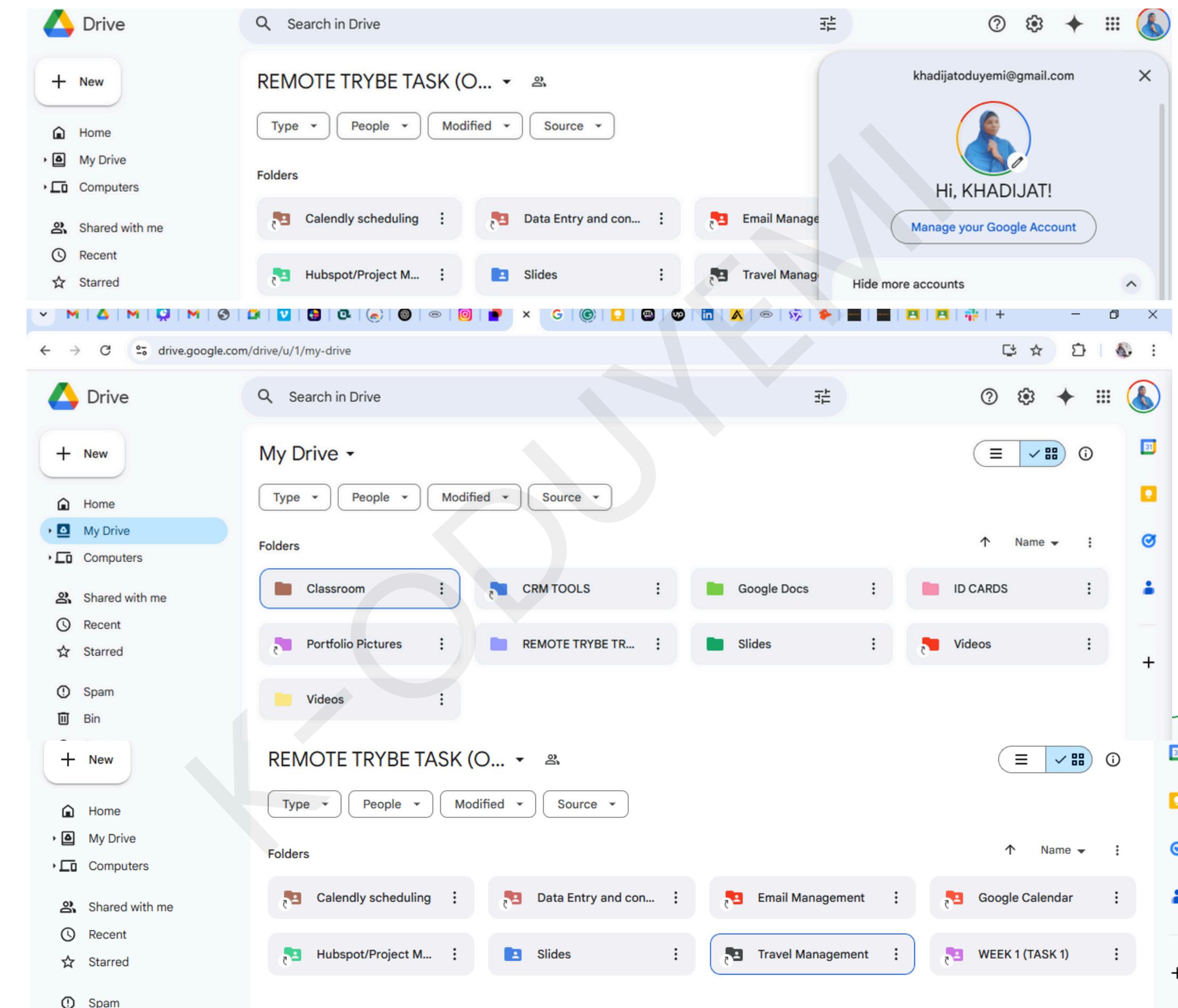
I stay ahead of tasks, keep things organized, and communicate clearly to keep everything running smoothly. You'll always be informed and in control—without the need to oversee every detail.



Continuous Support and Improvement

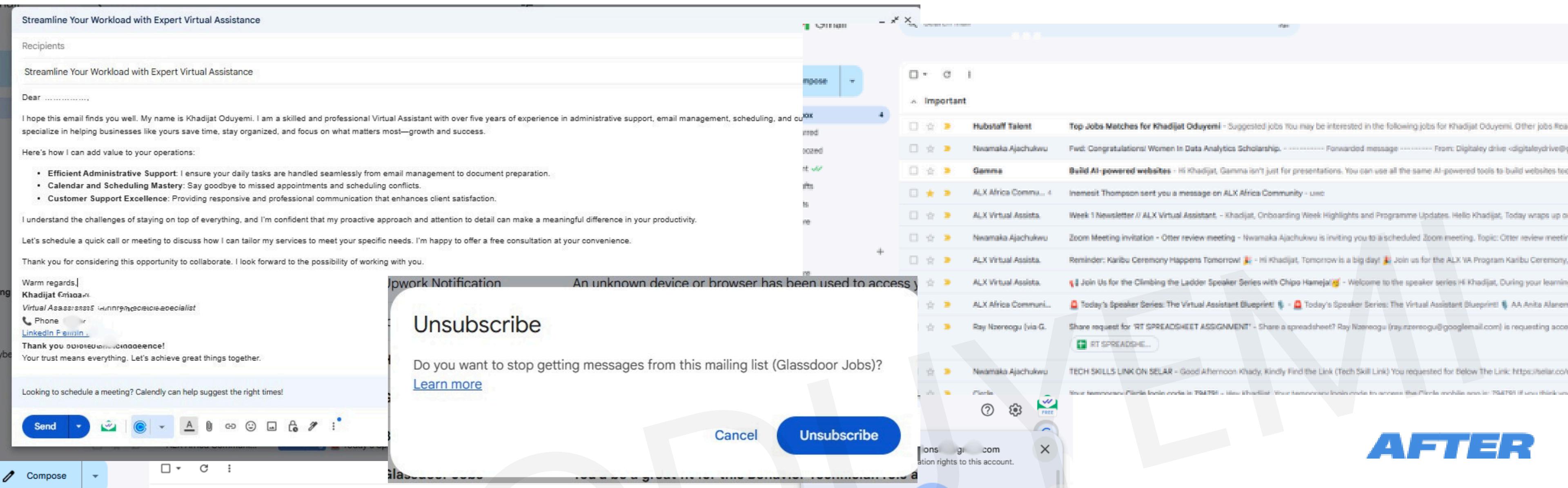
I adapt to your evolving needs, suggest ways to improve workflows, and ensure everything stays on track. My goal is to free up your time so you can focus on what truly matters.

- Organizing and categorizing files for easy access
- Structuring Google Drive with clear folder hierarchies
- Implementing consistent naming conventions
- Managing file permissions and sharing settings
- Ensuring data security and backup procedures
- Streamlining workflows for better efficiency

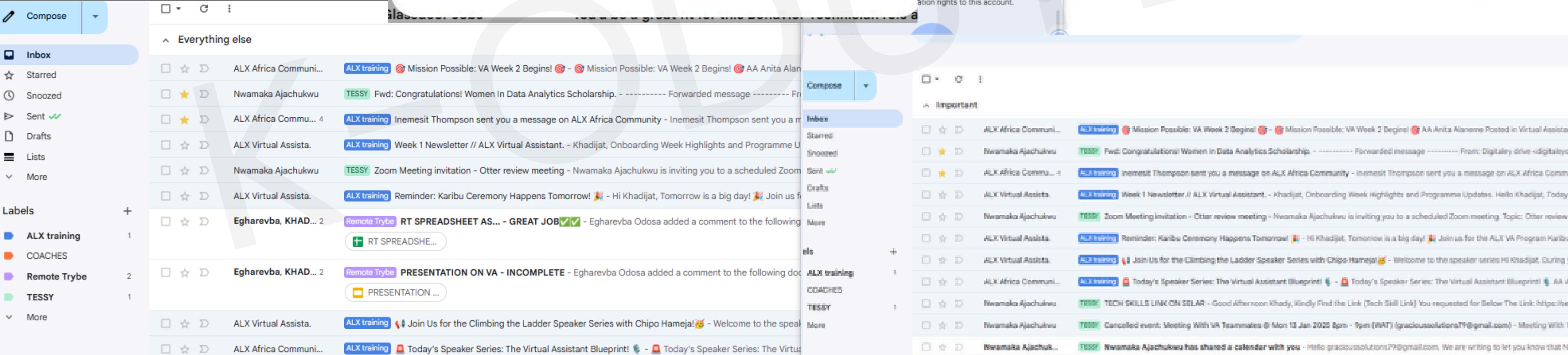


EMAIL MANAGEMENT

BEFORE



AFTER



CALENDAR MANAGEMENT

Today < > January 2025

SUN 29	MON 30	TUE 31	WED 1 Jan	THU 2	FRI 3	SAT 4
6:30am Waking Up 7:45am Taking Hibatullah to Madras	8:30am law office schedule	New Year's Eve	New Year's Day	7:30am Arrival at school / Work	6am Profile optimisation Webinar 4:30am Waking Up 7:05am Setting out	5:30pm Dinner Preparation
Profile optimisation Webinar			11am FREE LIVE TRAINING ON HOW TO	8pm Peer coaching session	8pm Peer Coaching Session	6pm Remote trybe session
10pm Week 1 Learning on Savanna	7am Onboarding to the platforms 3pm Virtual Assistant Cohort 7 Progra		3pm Virtual Assistant Platform Onboa	3pm Climbing the Virtual Ladder Spec	1pm Virtual Assistant Cohort 7 Kari 4pm REMOTE TRYBE SESSION	
Week 1 Learning on Savanna Onboarding to the platforms 10pm Week 2 Learning on Savanna 4pm REMOTE TRYBE SESSION	Week 1 Deliverable (Recap Quiz) Deadlin			3pm Week 2 Milestone Submission Su	4pm REMOTE TRYBE SESSION	4pm REMOTE TRYBE SESSION
				3:30pm Yusuf Musiliu and Khadijat Od		
Morning Workout 7 – 8am	Morning Workout 7 – 8am	Morning Workout 7 – 8am	Morning Workout 7 – 8am	Morning Workout 7 – 8am	Morning Workout 7 – 8am	
Engagement Monitoring, 10am Interview with GTB, 10:30am, V	Engagement Monitoring, 10am	Engagement Monitoring, 10am	Engagement Monitoring, 10am	Engagement Monitoring, 10am	Project Deadline Reminder, 8:30 Facebook Update 9 – 10am	Engagement Monitoring, 10am
Instagram Reel Post 12 – 1pm						Engagement Monitoring, 10am
Midday Break & Walk, 1pm	Social Media C Creation 1 – 3pm Office	Midday Bre	Midday Break & Walk, 1pm	Midday Break & Walk, 1pm	Project Deadline Reminder, 2pm	Midday Break & Walk, 1pm
Social Media Brainstorming 2 – 3pm						
Team Meeting 3 – 4pm						

● All day	Onboarding to the platforms (Day 9/13)
● All day	Week 2 Learning on Savanna (Day 3/8)
● All day	Onboarding to the platforms (Day 10/13)
● All day	Week 2 Learning on Savanna (Day 4/8)
● All day	Onboarding to the platforms (Day 11/13)
● All day	Week 2 Learning on Savanna (Day 5/8)
● 3 – 4pm	Week 2 Milestone Submission Support Office H
● 3:30 – 4pm	Yusuf Musiliu and Khadijat Oduyemi
● All day	Onboarding to the platforms (Day 12/13)
● All day	Week 2 Learning on Savanna (Day 6/8)
● 4 – 7pm	REMOTE TRYBE SESSION
● Until 10pm	Onboarding to the platforms (Day 13/13)
● All day	Week 2 Learning on Savanna (Day 7/8)
● 4 – 7pm	REMOTE TRYBE SESSION
● Until 10pm	Week 2 Learning on Savanna (Day 8/8)
● 4 – 7pm	REMOTE TRYBE SESSION
● 10pm	Week 3 Learning on Savanna (Day 1/8)
● All day	Week 3 Learning on Savanna (Day 2/8)
● All day	Week 2 Deliverable (Milestone & Recap Quiz) D
● All day	Week 3 Learning on Savanna (Day 3/8)
● All day	Week 3 Learning on Savanna (Day 4/8)

HUBSPOT

https://trello.com/c/VRMi0SGO/8-tessy-brown

+ 12 days left

Search

Set as default

Trello Workspaces More +

in list CONTACTED

Notifications Watch

Description

• Contacted on Jan 28th, 2025 via email

• Sent introductory email outlining and how we can help her leverage technology to increase efficiency, boost productivity, and achieve greater success in her company.

• Next step: Schedule introductory call upon confirmation.

Join Members Labels Checklist Dates Attachment Location Cover Custom Fields

Customize record

Overview Activities

Record summary

Ticket summary

Generated Jan 28, 2025

The customer, Miss Kate, reported being overcharged for her monthly subscription. She expected to be billed \$50 for the

See more

Ticket owner Khadijat Oduyemi

Create date 01/28/2025

Last customer reply date --

Priority High

View associated contacts

Companies (1) + Add

Primary HubSpot hubspot.com Phone: --

View associated companies

Deals (0) + Add

Professional trial. Go to trial guide Talk to Sales

Ctrl K Filter by: 7 activities

Actions

Khadijat Oduyemi sent an email to Tessy Brown via Email Activity Actions Jan 29, 2025 at 8:27 AM GMT+1

Let's Find the Perfect Tech Solution for You, Miss Tessy!

Hi Miss Tessy,

I am Khadijat Oduyemi from TechGenius Solutions, I wanted to follow up on my previous email about how our solutions can help streamline your tech needs and drive growth for your business.

I'd love to schedule a quick call to discuss how our customized tech solutions can work best for you. Whether it's boosting your sales strategy, enhancing your marketing efforts, or providing top-notch technical support, we're here to help!

Please click the link below to book a time that works best for you:

<https://calendly.com/gracioussolutions79/30min>

Looking forward to our conversation!

Best regards,

Khadijat Oduyemi

Add comment

Jay Olime sent an email to Abigail Scottsdale via Email Activity

Charger Tracking Update

Sent

Dear Abigail,

3 associations

Jan 29, 2025 at 4:10 AM GMT+1

Reply Forward

Search HubSpot

Overview Activities

Contacts (1) + Add

View associated contacts

Companies (1) + Add

Primary HubSpot hubspot.com Phone: --

View associated companies

Deals (0) + Add

LIFECYCLE STAGE Lead

CREATE DATE 01/28/2025 1:51 PM GMT+1

LAST ACTIVITY DATE 01/29/2025 4:10 AM GMT+1

Recent activities

Filter by: 7 activities

Companies (0) + Add

Companies (0) See the businesses or organizations associated with this record.

Deals (0) + Add

Deals (0) Track the revenue opportunities associated with this record.

Payment Links (0) Add

Payment Links (0) Give customers a fast, flexible way to pay. Add a payment link to accept a payment and associate it with this record.

Set up payments

Contacts (0) + Add

Contacts (0) See the people associated with this record.

Companies (0) + Add

Companies (0) See the businesses or organizations associated with this record.

Deals (0) + Add

Deals (0) Track the revenue opportunities associated with this record.

Tickets (1) + Add

Tickets (1) See the tickets associated with this record.

Open 17 hours

Owner: Khadijat Oduyemi

Status: New

Why you should hire a Virtual Assistant

Feeling swamped with admin tasks? It's time to clear some space in your schedule and concentrate on what really drives your business forward. Here's why bringing a Virtual Assistant (VA) on board is a game-changer:

- ✓ More Time for What Matters – I'll take care of emails, scheduling, and all that admin work, so you can focus on strategy, sales, and growth.
- ✓ Boost Productivity Without Burnout – Forget about juggling endless tasks. With my organized workflows, you'll accomplish more in less time.
- ✓ Cost-Effective Support – Ditch the overhead costs of hiring full-time staff. You'll get on-demand help exactly when you need it.
- ✓ Stay Organized & Stress-Free – You'll never miss a deadline or an important email again. I'll keep everything running smoothly behind the scenes.
- ✓ Scalability & Flexibility – Whether you need help for just a few hours or on a full-time basis, I'll adjust to fit your needs and business goals. Why wait? Let's bring some order and efficiency to your business—starting today!

Appointment Scheduling

Khadijat Oduyemi
Mock Client Consultations

⌚ 30 min

Let's turn your goals into actionable plans! This 30-minute consultation is designed to give you a taste of how my virtual assistant services can help you reclaim your time and focus on what truly matters.

During this session, we'll:

- Discuss your current challenges and identify areas where I can provide support.
- Explore tailored solutions to streamline your tasks and boost efficiency.
- Answer your questions about my services, processes, and how we can work together seamlessly.

What You'll Gain:

Cookie settings Report abuse

Invitation from an unknown sender: Yusuf Musiliu and Khadijat Oduyemi @ Thu Jan 23, 2025 3:30pm - 4pm (GMT+1) (okoyosola@gmail.com) [Inbox](#)

Khadijat Oduyemi <gracioussolutions79@gmail.com>
to me

is event isn't in your calendar yet. You haven't interacted with gracioussolutions79@gmail.com before. Do you want to automatically add this and future invitations from them to your calendar?

[Add to calendar](#) [Report spam](#)

Jan
23 Thu

Yusuf Musiliu and Khadijat Oduyemi
[View on Google Calendar](#)

When: Thu Jan 23, 2025 2:30pm - 3pm (UTC)
Who: Khadijat Oduyemi*

[Yes](#) [Maybe](#) [No](#)

✓ You are scheduled

A calendar invitation has been sent to your email address.

[Open Invitation](#)

Youcanbook.me

Mock Client Consultations

Khadijat Oduyemi

15:30 - 16:00, Thursday, January 23, 2025

West Africa Time

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM

Doodle

2-3 PM

Doodle

1 calendar shown

Team meeting

Remove Ads **Pro**

Preview Edit More

Share **Copy link**

app.youcanbook.me/#/home

YouTube Maps Gmail

Home Pages Bookings Team Templates Analytics

Start a FREE 14 day trial

Good evening, Khadijat 😊

My booking page

Khadijat Oduyemi

khadijat-oduyemi.youcanbook.me [View my page](#)

P.S We made a test booking for you. Check it out here.

Upcoming bookings

YCBM and Khadijat Oduyemi

Thursday, 23 January 2025

30 mins · 9:00 AM

Google Meet

Automatic reminders

Workflows to follow up on meetings and track no-shows

Let bookers choose meeting length

Youcanbook.me

Start a FREE 14 day trial

Travel Management

YouTube Maps Gmail

Where do you want to stay?
Constance Prince Maurice

Check-in
02/06/2025

Check-out
17/06/2025

We search for prices from hundreds of providers — what they pay us may affect our sort order. [Learn how Skyscanner works](#)



Constance Prince Maurice

5.0 ★★★★☆ 3,026 reviews

Location 5.0 / 5

Hotels.c... £307 | Trip.c... £335 | Travel... £305 | View more

£307 a night
£4,601 total stay

Expedia
Free cancellation

Go to site

Other hotels like **Constance Prince Maurice**



Constance Belle Mare

Family | My Dr | Smith | Game | Cheap | Car hi | Const. | Const. | V | Expedia | Conve | Emira | Sh

expedia.co.uk/Trou-Aux-Biches-Hotels-Villa-Alexis-Self-Catering.h21234197.Hotel-Information?chkin=2025-06-02&chkout=2025-06-17

YouTube Maps Gmail

Overview Amenities Policies

Villa Alexis Self-Catering

Adults-only beach apartment

10 Exceptional

See all 3 reviews >

£2,063 £2,220

Price is lower than typical

The total price is lower than our for similar properties on our site destination and others). [More details](#)

Entire apartment

2 bedrooms Sleeps 4 700 sq ft

Popular amenities

Bar	Washer
Parking included	Air conditioning
Kitchen	Outdoor space

See all property amenities >

Explore the area



Trou aux Biches Beach Maheswarnath Mandir

2 min walk 20 min walk

Taxes & fees

Cleaning fee Due at property

Tax on fees

Data Entry

RT SPREADSHEET

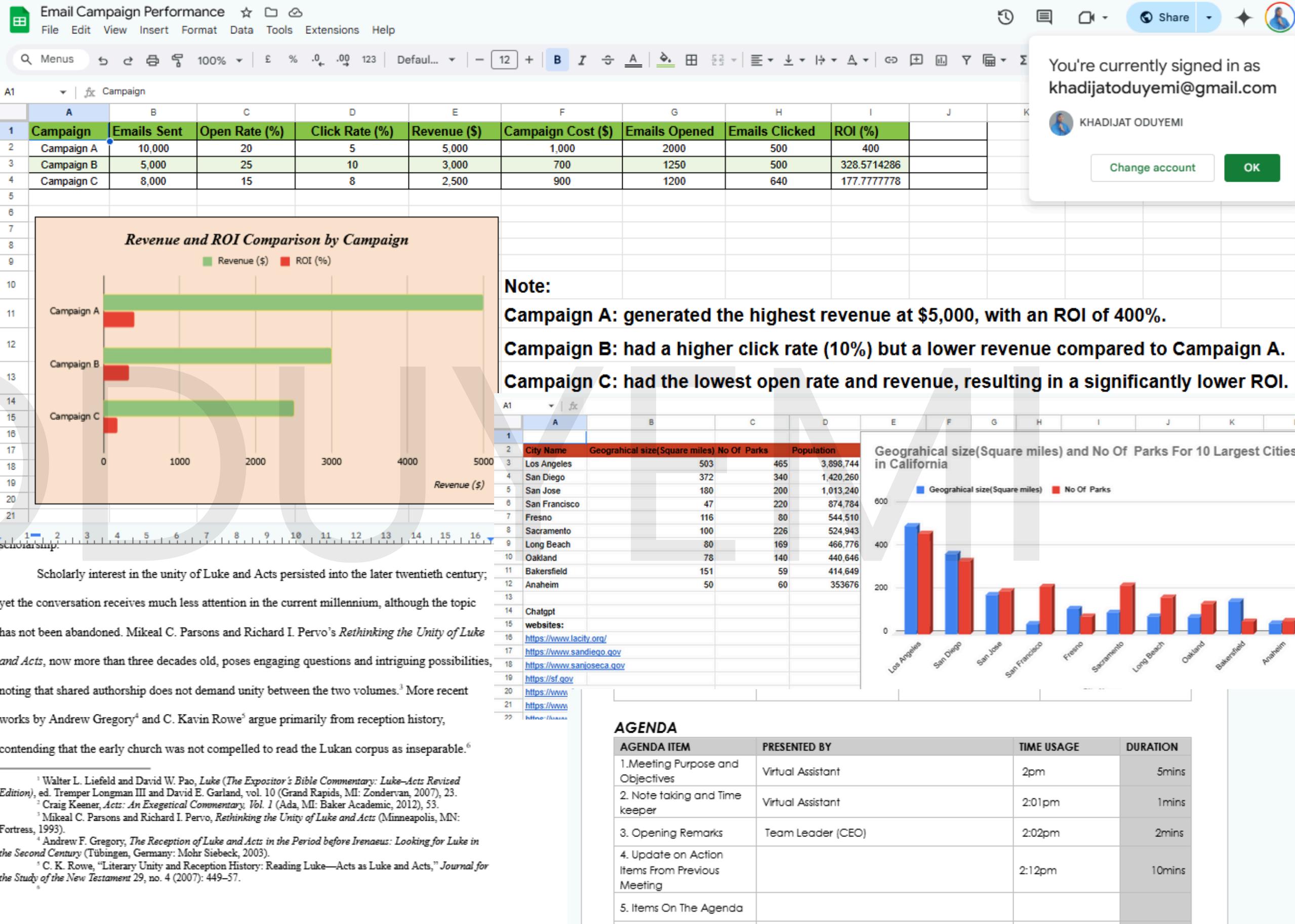
File Edit View Insert Format Data Tools Extensions Help

Menus 100% 123

E8

	A	B	C
1	First Name	Last Name	FULL NAME
2	Tal	Brin	Tal Brin
3	Gil	Perlman	Gil Perlman
4	Roei	Ben Bassat	Roei Ben Bassat
5	Yotam	Nachshon	Yotam Nachshon
6	Susan	Cabrera	Susan Cabrera
7	Noa	Zilberman	Noa Zilberman
8	Dustin	Dye	Dustin Dye
9	Meirav	German	Meirav German
10	Noa	Mazor	Noa Mazor
11	David	Gerbi	David Gerbi
12	Ami	Neeman	Ami Neeman
13	Vered	Goldberg-Shani	Vered Goldberg-Shani
14	Renana	Perlovitch	Renana Perlovitch
15	Rakefet	Russak-Aminoach	Rakefet Russak-Aminoach
16	Dr. Elad	Ofir	Dr. Elad Ofir
17	Idan	Mevasem	Idan Mevasem
18	Itai	Bichler	Itai Bichler
19	Ilhan	Kudeki	Ilhan Kudeki
20	Hila	Feldmann	Hila Feldmann
21	Roni	Weissman	Roni Weissman
22	Michael	Trites	Michael Trites
23	Matan	Bros	Matan Bros
24	Uri	Snyder	Uri Snyder
25	Shachar	Rimer	Shachar Rimer
26	Maoz	Lakovski	Maoz Lakovski

+ Sheet1



Google Forms

Why buy thrift?

Budget friendly fashion

Okrika Thrift Business Survey: Understanding Consumer Preferences and Experiences

B I U ↲ ✎

This survey aims to gather valuable insights from consumers regarding their experiences and preferences related to the Okrika thrift business in Nigeria. By exploring factors such as shopping frequency, motivations, and satisfaction levels, the survey seeks to understand the dynamics of thrift shopping in the current economic landscape. Participants will provide feedback on their buying habits, preferred platforms for shopping, and suggestions for improving thrift store offerings. The results will help inform strategies for enhancing customer experiences and expanding the reach of Okrika businesses in Nigeria.

ing Consumer Preferences and □ ☆

Questions Responses 2 Settings

How do you assess the quality of thrift clothes before purchasing? (Select all that apply) *

- Checking fabric type
- Reading product descriptions
- Looking at customer reviews
- Asking the seller questions

If you have purchased from an online thrift store, how satisfied were you with your experience? *

- Very satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very dissatisfied



Section 1 of 5

Generational Preferences Survey

B I U ↲ ✎

Hello there! We're excited to hear your thoughts! This survey will help us understand the preferences of different generations. Your input is invaluable! Help us understand the likes and dislikes of different generations! Your responses will provide valuable insights.

Questions Responses Settings

Which platform do you use the most for content creation? Multiple choice

- Tiktok
- Instagram
- Facebook
- Youtube
- Other...
- Add option

□ ✖ Required ⋮

What influences your shopping decisions the most? *

- Social media influencer
- Online reviews
- Price



Section 1 of 4

Project Supervision Appointment Form

B I U ↲ ✎

- Please fill out this form to schedule your project supervision. Make sure to submit it at least 48 hours before your appointment.

After section 1 Continue to next section

Questions Responses 1 Settings

Student Information

Description (optional)

Full Name *

Short-answer text

Matric No *

Short-answer text

Course/Program *

Short-answer text

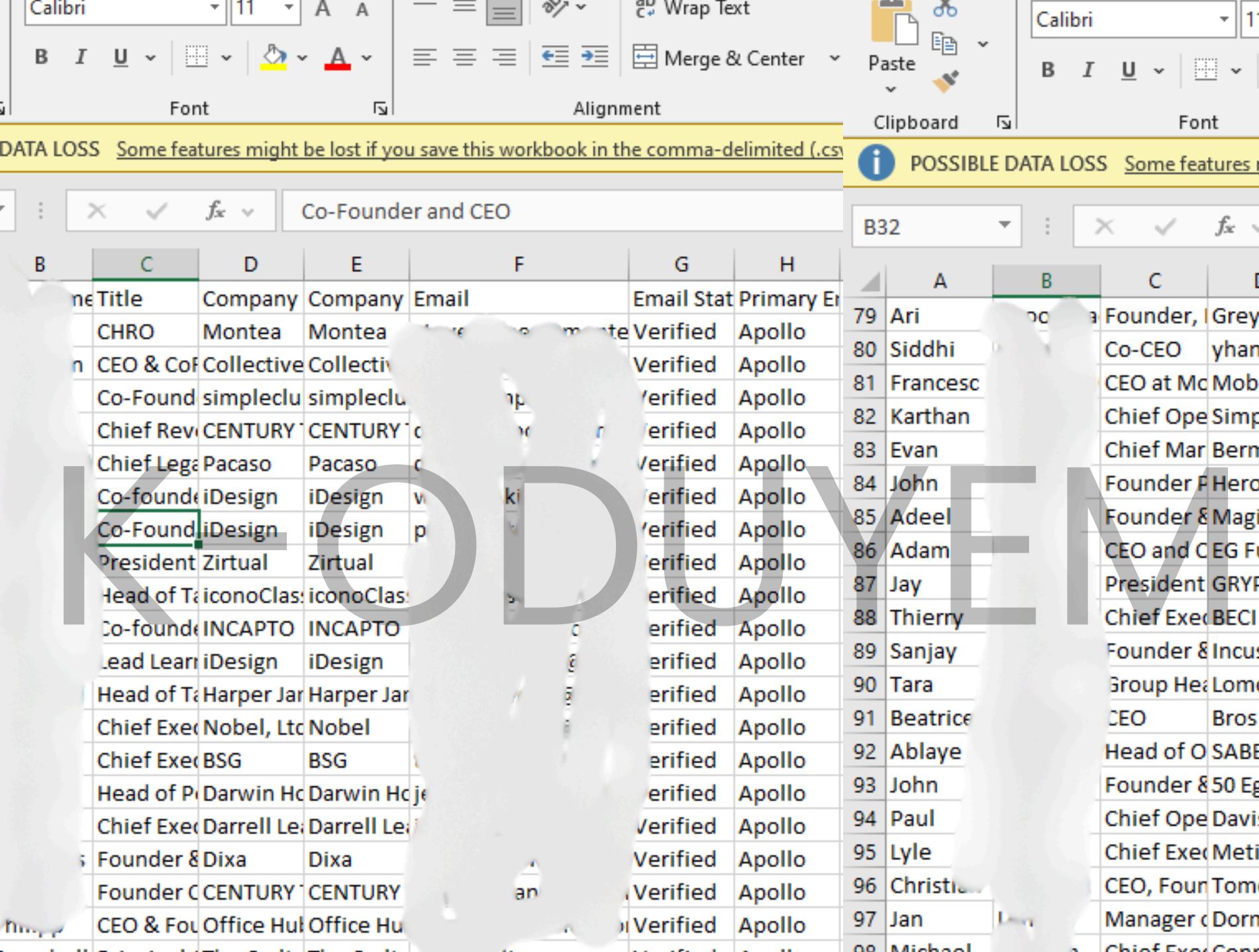
Project Topic *

Short-answer text

Lead Generation

I identify, source, and verify potential business leads to support sales and outreach efforts. Utilizing Apollo.io, I extract contact details of key decision-makers, including Founders, CEOs, and other C-suite executives, ensuring data accuracy and relevance. My tasks involve:

- Data Collection & Research – Gathering high-quality leads with verified email addresses, phone numbers, and company details.
 - Database Management – Organizing and maintaining structured lead lists for efficient prospecting.
 - Cold Outreach Support – Providing clean, categorized data for personalized outreach campaigns.
 - Market Segmentation – Filtering leads based on industry, seniority, and engagement levels for targeted prospecting.



The image shows two Microsoft Excel spreadsheets side-by-side. Both spreadsheets have a yellow header bar with a warning message: "POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format".

Left Spreadsheet: Co-Founder and CEO

	A	B	C	D	E	F	G	H
1	First Na	ne	Title	Company	Company	Email	Email	Stat
2	Steven	CHRO	Montea	Montea	Montea	Verified	Apollo	Primary
3	Matt	n	CEO & Cof	Collective	Collective	Verified	Apollo	En
4	Nicolai	Co-Found	simpleclu	simpleclu	simpleclu	Verified	Apollo	
5	Charles	Chief Rev	CENTURY	CENTURY	CENTURY	Verified	Apollo	
6	David	Chief Lega	Pacaso	Pacaso	Pacaso	Verified	Apollo	
7	Whitney	Co-founde	iDesign	iDesign	iDesign	Verified	Apollo	
8	Paxton	Co-Founde	iDesign	iDesign	iDesign	Verified	Apollo	
9	Jaclyn	President	Zirtual	Zirtual	Zirtual	Verified	Apollo	
10	Charlotte	Head of Ta	iconoClas	iconoClas	iconoClas	Verified	Apollo	
11	Joaquim	Co-founde	INCAPTO	INCAPTO	INCAPTO	Verified	Apollo	
12	Sharon	Lead Lear	iDesign	iDesign	iDesign	Verified	Apollo	
13	Leah	Head of T	Harper Jar	Harper Jar	Harper Jar	Verified	Apollo	
14	Sandro	Chief Exec	Nobel, Ltc	Nobel	Nobel	Verified	Apollo	
15	Nikolay	Chief Exec	BSG	BSG	BSG	Verified	Apollo	
16	Jennifer	Head of P	Darwin Hc	Darwin Hc	Darwin Hc	Verified	Apollo	
17	James	Chief Exec	Darrell Le	Darrell Le	Darrell Le	Verified	Apollo	
18	Mads	Founder & Dixa	Dixa	Dixa	Dixa	Verified	Apollo	
19	Priya	Founder	CENTURY	CENTURY	CENTURY	Verified	Apollo	
20	Grant	CEO & Fou	Office Hu	Office Hu	Office Hu	Verified	Apollo	
21	Michael	Campbell	Principal (The Carlton	The Carlton	The Carlton	@carltongroup.co	Verified	Apollo

Right Spreadsheet: Rattray

	A	B	C	D	E
79	Ari	no	Founder, Greysteel	Greysteel	af
80	Siddhi	no	Co-CEO	yhangry	yhangry
81	Francesc	no	CEO at Mc	Mobile W	Mobile W
82	Karthan	no	Chief Ope	Simpliaxis	Simpliaxis
83	Evan	no	Chief Mar	Berman La	Berman La
84	John	no	Founder P	Hero Certi	Hero Certi
85	Adeel	no	Founder & MagicScho	MagicScho	
86	Adam	no	CEO and C	EG Funds	EG Funds
87	Jay	no	President G	GRYPHON	GRYPHON
88	Thierry	no	Chief Exec	BECI	BECI
89	Sanjay	no	Founder & Incuspaze	Incuspaze	
90	Tara	no	Group Hea	Lomond	Lomond
91	Beatrice	no	CEO	Bros Mani	Bros Mani
92	Ablaye	no	Head of O	SABENA T	SABENA T
93	John	no	Founder 850	Eggs Hc	50 Eggs Hc
94	Paul	no	Chief Ope	Davis Mile	Davis Mile
95	Lyle	no	Chief Exec	Metis	Metis
96	Christia	no	CEO, Four	Tomorrow	Tomorrow
97	Jan	no	Manager	Dormio Gr	Dormio Gr
98	Michael	no	Chief Exec	Connecte	Connecte
99	Borislava	no	Head Of R	A Group	A Group

TASK & WORKFLOW MANAGEMENT

 This board is set to public. You can change its visibility at any time. [More about public boards](#)

The image is a composite screenshot of a digital workspace. On the left, a dark purple sidebar for 'HealthVista Innovations' shows a 'Threads' icon, a 'Huddles' icon, and a 'Chapters' section for 'Khadijat Oduyemi' with an 'Unread mentions' badge. The main area is a Trello board titled 'Content Creation Calendar' with five lists: 'Ideas' (red card: 'Infographic: "How to Use Trello for Beginners."'), 'To Do' (yellow card: 'Newsletter: "November Updates."'), 'In Progress' (green card: 'Social media post: Instagram Reel script on "Daily Routines."'), 'Review' (blue card: 'Blog post: "5 Productivity Tips for Remote Work."'), and 'Completed' (grey card). Below the lists is a 'Recent activity' section with cards for 'Book Appointment', 'CRM Escalation Issue', 'Follow up with client Tom Harvey', 'Invoices', 'Lead Tracking', 'Leads Tracking', 'Medical', and 'My Trello board'. The Trello board is categorized under 'Sales & Marketing' and 'Technical Team Pro'. On the right, a web browser window shows a landing page for 'Trello for Teams' with sections for 'How To Use This Board', 'Incoming', 'Up Next', 'Doing', and 'Done'. The 'Incoming' section lists tasks like '100+ Users Mode Report', 'Cover image & logo for Medium', 'App Copy Audit', and '/promo page for coupon redemption'. The 'Doing' section lists 'Career Page Refresh', 'Unique avatar for @trellosupport Twitter account', 'Videos on new Power-Ups', and 'Trello cards and envelopes'. The 'Done' section lists 'Design Sign-Off: Slack infographic', 'Sample board backgrounds', 'Update headline graphic on trello.com', and 'Landing page for event'.

Review

February 24, 2025, Maureen worked with Khadijat on the same team

Recommendation

I had the absolute pleasure of working with Khadijat, and I can confidently attest that she's more than just a virtual assistant - she's a dedicated partner who genuinely cares about helping others achieve success.

Khadijat's exceptional organizational skills, proactive approach, and consistent ability to beat deadlines made her an invaluable asset to our team. She expertly managed multiple tasks with precision, communicated effectively, and consistently exceeded expectations.

Her dedication, problem-solving skills, attention to detail, and positive growth mindset were truly impressive. Khadijat is a consummate professional who consistently delivered high-quality results.

I highly recommend Khadijat to anyone seeking a professional, efficient, and exceptional virtual assistant. Any team would be fortunate to have her on board.

[Maureen-oko-518394310](#)

Get in Touch

Let's connect and make things happen! Whether you need seamless administrative support, efficient customer service, or structured workflow management, ***I'm here to help.***

I'd love to hear about your needs and how I can support you. Let's work together to bring order, efficiency, and peace of mind to your business!

Click on any icon below to slide into my inbox – whether it's for a project, a chat, or just to say hi! I'm just a click away. 





thank you

For Your Attention