

RUTH TAIYE OJO

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Professional Summary

Highly skilled Virtual Assistant with over 6 years of experience providing exceptional administrative, social media management, and organizational support to executives and businesses. Adept at streamlining operations, managing schedules, and optimizing workflows to improve efficiency and productivity. Expertise in handling confidential information, managing diverse tasks, and maintaining high standards of professionalism. Proven track record of exceeding expectations, driving engagement through innovative social media strategies, and contributing to business growth.

Key Achievements:

- Streamlined administrative processes, saving over 15% of time in daily operations for executives.
 - Increased social media engagement by 40% for a client through strategic content planning and execution.
 - Successfully managed over 100+ projects while ensuring deadlines and quality standards were consistently met.
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Skills

Hard Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Social Media Management (Facebook, Instagram, LinkedIn, and Twitter)
- Project Management Tools (Trello, Asana, Notion)
- Communication Platforms (Zoom, Slack, Microsoft Teams)
- Calendar Management and Scheduling
- Research and Report Writing
- CRM Tools (HubSpot, Salesforce)

Soft Skills:

- Time Management & Organization
- Strong Communication (Written and Verbal)
- Attention to Detail
- Problem-Solving and Critical Thinking
- Multitasking and Prioritization
- Relationship Building and Client Relations

Work Experience

Virtual Assistant & Social Media Manager

HR of Lagos – Lagos, Nigeria

2019 – 2021

- Managed executives' calendars, scheduled meetings, and organized travel arrangements.
- Oversaw daily administrative tasks, including email management and responding to client inquiries.
- Developed and executed social media strategies to increase brand visibility and engagement.
- Designed marketing content, resulting in a 35% increase in followers across platforms.
- Maintained confidentiality while managing sensitive corporate documents.

Personal Assistant to the CEO

Bedrock Multifunction Limited – Lagos, Nigeria

2021 – 2022

- Acted as the primary point of contact between the CEO and external stakeholders.
- Prepared detailed reports, presentations, and correspondence for executive decision-making.
- Organized business meetings, conferences, and events with flawless execution.
- Improved efficiency by implementing new document management and scheduling systems.
- Conducted market research to support business strategy development.

Virtual Assistant & Administrative Support

Starex Event – Lagos, Nigeria

2022 – Present

- Provided day-to-day administrative support, ensuring seamless operation of business activities.
- Handled client communications, scheduled appointments, and maintained accurate records.
- Assisted in event planning and coordination, ensuring all logistics were executed successfully.
- Conducted research to support business proposals and delivered high-quality reports.
- Monitored social media platforms, generating engaging content and responding to inquiries promptly.

Education

Ekiti State University – Ekiti, Nigeria

Bachelor of Science in Business Administration (Second Class Upper)

Graduated: 2016

Chartered Institute of Personnel Management

Certification in Human Resources

Completed: 2021

University of the People – Pasadena, USA

Master of Business Administration (Distinction)

Graduated: 2022

ALX Virtual Assistant Program

Certification in Virtual Assistance

Completed: 2024

Languages

- **English:** Fluent
- **Yoruba:** Native