

OLABODE MARVELLOUS

Marvellousolabode@gmail.com | (+234) 8071895503 | Lagos. [Linkedin](#)

ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE SUPPORT | VIRTUAL ASSISTANT | ADMIN PARTNER

Reliable, energetic, and resourceful Executive Assistant with over 4 years of remote experience supporting C-suite executives and entrepreneurs. Proven ability to foster key client relationships and manage multiple campaigns across diverse industries. Skilled in leveraging CRM systems to automate workflows, enhance data accuracy, and streamline administrative processes. Known for strong time management, process optimization, and account oversight. A collaborative team player with a long-term mindset, excelling in cross-functional environments and relationship building.

WORK EXPERIENCE

BNI Alberta South (Remote)

Calgary, Canada

Executive Administrative Assistant

Nov 2021 – Present

Company Overview: A membership organization providing networking opportunities

- Scheduled & Managed 100+ monthly exec meetings across 18 chapters, coordinating calendars, Zoom, and Eventbrite logistics for seamless operations.
- Resolved 1,900+ visitor/member inquiries via email/social media within 24 hrs, driving 350+ new members and maintaining 85% retention (550+ members).
- Handled inbox management and confidential correspondence, serving as the first point of contact for executives and members.
- Handled 89% financial reconciliation accuracy using QuickBooks, supporting office operations and reporting.
- Resolved 50+ monthly technical issues, problem-solving skills and ensuring operational continuity.
- Leveraged AI to streamline internal communication, auto-draft emails, and generate executive reports, reducing administrative workload by 25%.

EDUCATION & CERTIFICATIONS

University of Ilorin

Ilorin, Nigeria

Bachelor of Science (B.Sc.) | GPA: 3.26

Graduated: 2023

TECHNICAL SKILLS

- **Office & Productivity:** Asana, ClickUp, Monday.com, Microsoft Office Suite (Word, Excel, Outlook), Alchemer
- **Communication & Collaboration:** Zoom, Google Meet, Microsoft Teams, Slack, Skype
- **CRM & Admin Tools:** GoHighLevel, Keap (Infusionsoft), HubSpot, Salesforce, QuickBooks
- **Automation & Data:** Zapier, Excel (Pivot Tables, VLOOKUP), SQL, Tableau
- **Design & Web Management:** Canva, Figma, WordPress (content updates, blog management)
- **Social Media Management:** Facebook, Instagram, LinkedIn (content scheduling, engagement tracking)
- **Professional Skills:** Email writing, visitor assistance, vendor management, online content publishing
- **AI Tools:** ChatGPT, Copy.ai, Notion AI, Grammarly, Deepseek, AI transcription tools (Otter.ai, Fireflies)
- **Accounting Software:** QuickBooks Online, Xero
- **Core Competencies:** General Ledger Maintenance, Balance Sheet Reconciliation, Expense Tracking, Financial Audits, Tax & Compliance, AP/AR management, financial statement preparation, or audit support

LANGUAGES

- English

REFERENCES

- Available upon request