

ALADEWOLU WINNER GBEMISOLA

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PROFESSIONAL SUMMARY

Highly detail-oriented and proactive Virtual Assistant with a proven history of delivering exceptional support and exceeding client expectations. Skilled in effective communication, calendar management, project coordination, and various technical tools. Proficient in HTML, CSS, and user interface design, with a strong focus on aesthetics and usability. I aim to enhance productivity, streamline operations, and contribute to outstanding user experiences in a dynamic, client-centered environment.

SKILLS

- Project Management
 - Problem-Solving
 - Confidentiality & Discretion
 - Time Management
 - Technical Proficiency
 - Excellent Communication
 - Highly Organized
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PROFESSIONAL EXPERIENCE

Personal Assistant

The Skincare Affairs Nigeria Ltd – Lagos, Nigeria
2024 – 2025

- Supported project management tasks, contributing to a significant increase in completion rates.
- Monitored and tracked monthly expenses, improving financial accountability and transparency.
- Maintained meticulous records and managed sensitive information with utmost discretion.
- Created visually appealing social media posts, increasing sales by 30%.

Secretary

Triumphant Enterprise – Lagos, Nigeria
Jun. 2023 – Apr. 2024

- Scheduled and coordinated meetings, appointments, and travel arrangements, ensuring seamless operations.
- Trained junior staff, increasing productivity by 50%.
- Improved task completion rates by 20% through timely follow-ups on meeting action items.

- Multitasked and prioritized tasks to meet strict deadlines efficiently.
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EDUCATION

Lagos State University – Lagos, Nigeria
Bachelor of Science in Marketing | 2020 – 2023

CERTIFICATIONS

- Virtual Assistant Training Program – [Last Resort Academy]
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PROJECTS

- **Portfolio Website:** Designed and developed a responsive personal portfolio using HTML and CSS, showcasing my skills and projects. [View Portfolio](#)
 - **Wearable Alert Device UI Design:** Created an intuitive interface for a wearable safety device, emphasizing accessibility and real-time alert functionality. [Project Link](#)
 - **E-commerce Website:** Designed and developed a responsive e-commerce website using HTML and CSS. [Project Link](#)
 - **Gist App:** Conceptualized and designed a social media app focusing on engaging users through streamlined gist-sharing features. [Project Link](#)
 - **Email Management:** Organized client inboxes, prioritized messages, and streamlined communication. [Project Link](#)
 - **Calendar Management:** Scheduled appointments and resolved scheduling conflicts to optimize workflows. [Project Link](#)
 - **Travel Planning:** Coordinated travel logistics, including flights, accommodations, and transportation.
 - **Meeting Management:** Developed agendas, took minutes, and tracked actionable points for efficiency. [Project Link](#)
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TOOLS

- **Web Development:** HTML, CSS
 - **Design Tools:** Figma, Canva, Corel Draw
 - **Project Management:** Asana, Trello, Notion
 - **Communication:** Slack, Zoom, Google Workspace
 - **Office Productivity:** Microsoft Office Suite
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ADDITIONAL INFORMATION

- **Languages:** English (fluent), Yoruba (native)
 - **Hobbies:** Reading, Solving Puzzles, Traveling, Organization & Planning
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