

ALADEWOLU WINNER GBEMISOLA

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PROFESSIONAL SUMMARY

I am a detail-oriented and proactive Virtual Assistant with a strong track record of anticipating needs and delivering outstanding support. My ability to exceed expectations coupled with excellent communication and interpersonal skills, has consistently fostered positive outcomes for clients and team members. Thriving in fast-paced environments, I excel at juggling multiple priorities with efficiency and composure. Leveraging my expertise in effective communication, organization, calendar and schedule management, email management, project management and technical tools, I am eager to contribute value as a Virtual Assistant in a dynamic and demanding environment.

SKILLS

- * Data Entry
- * Email Management
- * Project Management
- * Traveling Planning and Booking
- * Problem Solving
- * Confidentiality and Discretion
- * Time Management
- * Proactiveness
- * Technical Proficiency
- * Excellent Communication
- * Highly Organized
- * Calendar and Schedule Management

PROFESSIONAL EXPERIENCE

Executive Assistant 2023 - Present Triumphant Enterprise – Lagos, Nigeria

- * Schedule and coordinate meetings, appointments, and travel arrangement for my client
- * Trained junior staff to increase their productivity by 50%
- * Ensured timely follow-ups on meeting action items, improving tasks completion rate by 20%.
- * I multitasked and paid attention to details and was able to prioritize and complete tasks efficiently

before the deadline

Personal Assistant Jan.2022 - Apr. 2023 The Skincare Affairs Nigeria Ltd– Lagos, Nigeria

- * Supported my employer in project management tasks, contributing to increased project completion rates.
- * Monitored and tracked my client's monthly expenses, providing detailed reports to the accounts department. This improved financial accountability and transparency.
- * Maintained meticulous records and managed sensitive information with the utmost discretion and professionalism, ensuring data integrity and confidentiality.
- * Created visual appealing social media post, increasing sales by 30%

EDUCATION

Lagos State University– Lagos, Nigeria **2020 - 2023**

B.SC , Marketing

Projects

Email Management

- * Managed my client's inbox by organizing emails and prioritizing messages for efficient communication.

Calendar Management [Project Link](#)

- * Handled and maintained client's calendar by scheduling appointments, avoiding scheduling conflicts.

Travel Planning [Project Link](#)

- * Coordinated travel logistics for clients which included booking flights, accommodation and transportation.

Meeting Agenda and Management [Project Link](#)

- * Developed meeting agendas, took minutes, organized notes and tracked action points for efficiency.

Research [Project Link](#)

- * Conducted thorough research to support decision-making and provide accurate and timely information.
- [Project Link](#)

Additional Information

Tools I use: Asana, Trello, Calendly, Notion, Google Suites, Zoom, Microsoft Office Suites, Capcut, Canva, Figma, Slack. **Hobbies:** Reading, Solving puzzles, Traveling, Organization and planning.

Languages: English (fluent), Yoruba (native).