

ALADEWOLU WINNER GBEMISOLA

Role of a Virtual Assistant

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PROFESSIONAL SUMMARY

Administrative assistant with 2 years of experience organizing presentation, email management, task coordination, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.SC in marketing and expertise in Microsoft Word, Google workspace, Canva and other project management tool (Asana, Trello). Looking to leverage my wealth of knowledge and experience into the open administrative assistant role at your organization.

SKILLS AND TOOLS

- **Technical Skills/Tools:** Google(Meet, Docs, Sheets, Slides, Forms), Email clients, Zoom, Appointment schedule, Canva, Grammarly [Analytic Thinking, Tolerant & Flexible, Team Leadership, Organization & Prioritization, Strong Communication]
- **Certifications:** Virtual Assistant Training Program – Last Resort Academy (2024)

PROFESSIONAL EXPERIENCE

Personal Assistant

The Skincare Affairs Nigeria Ltd – Lagos, Nigeria March 2024 - Present

- **Provided high-level administrative support** by managing daily correspondence, scheduling meetings, and handling sensitive client communications, resulting in a **30% improvement in workflow efficiency**.
- **Coordinated and executed company projects**, ensuring all tasks were completed ahead of deadlines by implementing structured task management systems, reducing project turnaround time by **20%**.
- **Developed and maintained financial tracking systems**, accurately recording and monitoring expenses, which led to a **15% reduction in unnecessary spending** and improved budget allocation.
- **Designed, curated, and scheduled social media content** using Canva and CapCut, increasing customer engagement rates by **40%**, driving more traffic to company platforms, and boosting brand awareness.
- **Researched and implemented automation tools** such as AI-driven scheduling assistants, reducing manual workload by **20%**, allowing for a more streamlined business process.

Secretary

Triumphant Enterprise – Lagos, Nigeria May 2023 – February 2024

- **Efficiently managed executive schedules, coordinated high-level meetings, and prepared essential reports**, ensuring seamless communication between departments and enhancing team collaboration by **25%**.
- **Created and maintained organized filing systems and digital databases**, resulting in a **40% faster document retrieval process** and improved information accuracy.
- **Prepared detailed financial reports and managed expense tracking**, identifying key cost-saving opportunities and helping reduce operational expenses by **15%**.
- **Acted as the first point of contact for clients and vendors**, professionally handling inquiries, negotiating contracts, and ensuring smooth business operations, leading to a **30% increase in client satisfaction ratings**.
- **Implemented structured office procedures and task delegation strategies**, ensuring operational efficiency and improving task completion rates by **35%**.

EDUCATION

LAGOS STATE UNIVERSITY – Lagos, Nigeria

Bachelor of Science in Marketing | 2020 – 2023