

Oigoga Aba

Virtual Assistant

gogaelisabeth21@gmail.com

EXPERIENCE

Freelance Virtual Assistant

Remote

Provided virtual assistant services to a diverse client base, including small businesses, entrepreneurs, and startups.

- Managed email correspondence, scheduling, and calendar management for a portfolio of 10 clients, ensuring efficient communication and time management.
- Conducted market research and data analysis, leading to a 15% increase in client website traffic over a 6-month period.
- Designed and implemented social media marketing strategies for multiple clients, resulting in a 20% increase in engagement and follower growth.
- Assisted in project management tasks, collaborating with cross-functional teams to deliver projects on time and within budget.

EDUCATION

Obafemi Awolowo University, Ile-Ife Osun — B.Sc Electronic and Electrical Engineering

Volunteered with IEEE OAUSB as Assistant General Secretary

Worked on various hardware projects both for leisure and as part of the curriculum.

PROFILE

I help business owners manage those tasks that are too technical and different from what they signed up for but are needed for the business or brand. I am a result-oriented but process-driven Virtual assistant and I help businesses and individuals take on their day-to-day tasks without compromising their income.

SKILLS

Technical Proficiency: Google Workspace, Microsoft Office, Project Management software (Trello, Asana, Monday.com), Content Management Strategy, Customer Relations Management, SEO, Bookkeeping, Data Entry, Time and Task management.

Soft Skills: Teamwork/ Collaboration, Leadership, Creativity, Problem Solving.

LANGUAGES

English-Native/Bilingual Proficiency
French-Elementary Proficiency, Idoma - Native Proficiency.