

Aisha Ayoola Anike

Port Harcourt, Nigeria

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SUMMARY

- An enthusiastic and success-driven executor with over two years experience in administrative assistance.
- Excellent in leveraging google workspace, trello, otter, calendly and other administrative tools
- Completed an honours degree geared at economic development.

EXPERIENCE

Transcriber (Remote Contract)

Oct. 2024 - Dec. 2024

Oluwatosin Olowo, Lagos State.

- Transcribed and summarized audio records of meeting using otter and fireflies.
- Safely handled client files with discretion thereby achieving trust and loyalty.

Research Assistant

Apr. 2022 – Sept. 2023

Wislink Multi-services, Rivers State

- Guided undergraduate students in selecting thesis topics in line with their area of interest.
- Source, analyze and interpret data for thesis using internet, excel and E-views.

Cafe Attendant

Jan. 2017 - June 2017

Adebayo Business Enterprise, Rivers State.

- Using Microsoft packages and Corel Draw to prepare meeting agenda, minutes, flyer, circular, letters, and other documents accurately boosting patronage and referrals by 30%.
- Keep customers confidential files safely; boosting their trust and loyalty.
- Provide bulk SMS services • Help customers to handle email operations

ExecutiveAssistant

Jan 2015 - Dec 2016

Ur Peace Business Centre, Rivers State

- Oversees the business affairs in the absence of the Proprietor while managing her email.
- Relate with clients and manages feedback on customer satisfaction.

EDUCATION

Bachelor of Science in Economics

- 2022

Ignatius Ajuru University of Education, Port Harcourt, Nigeria

TRAINING

Virtual Assistant

- 2024

African Leadership Acceleration (ALX)

Certificate of Computer Literacy

- 2015

Ur Peace Computer Centre, Port Harcourt, Nigeria

VOLUNTEER ACTIVITIES

Editor

April, 2022 - Present

Wikipedia • <https://outreach.m.wikimedia.org/wiki/Edit-a-thon>

- Edit and improve topics on Wikipedia

SKILLS

Technical: Research, Data entry, E-mail and Calendar management, transcription

Soft: Effective communication, Problem solving, Proactiveness, and adaptability.

INTERESTS

Research

Technology

Economic Development

LANGUAGE

English - fluent

Yoruba - Native