

Adedolamu Ogunmeru

Virtual Assistant

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☎ +2349022808552

📍 Jabi, Abuja

👤 PROFILE

Virtual Assistant with a strong background in administrative support. Highly organized and detail-oriented, adept at managing calendars, coordinating meetings, handling correspondence, and providing exceptional customer service. Proficient in various administrative tasks and skilled in utilizing technology to streamline processes. Proactive and reliable, committed to delivering excellent results in a remote work environment.

🎓 EDUCATION

12/2022

Bachelor of Education, Mathematics

University of Ilorin, Kwara State

🧠 SKILLS

Administrative Support

Document Management
Records Maintenance
Meeting Coordination
Data Organization
File Management
Presentation Preparation

Technology Proficiency

Software Applications
Database Management
Web Research
Online Collaboration
Virtual Meeting Platforms
Digital File Management

Multitasking

Prioritization
Time Management
Task Switching
Deadline Management
Flexibility
Attention Management

👜 PROFESSIONAL EXPERIENCE

present

Future Builders LLC, Crestview, FL, United States

Virtual Assistant

- Applied for jobs on behalf of clients using various jobs websites and platforms, ensuring accurate and comprehensive application.
- Utilized different websites and platforms to input job links into a centralized spreadsheet, ensuring easy access and reference.
- Utilized SalesQL to find and contact tech recruiters, obtaining their emails and phone numbers for targeted outreach.
- Efficiently managed client communication by sending personalized emails to hiring managers, expressing interest and sharing client profiles.
- Demonstrated excellent organization and attention to detail in managing multiple tasks simultaneously.

12/2021 – 12/2022

GT Kiddies Mobile Salon

Virtual Assistant

- Assisted in managing scheduling and appointments for mobile salon services, ensuring efficient utilization of time and resources
- Handled client inquiries and provided exceptional customer service, addressing concerns and resolving issues promptly.
- Handled administrative tasks such as data entry, inventory management, and generating reports.
- Assisted in marketing initiatives, including promoting special offers and events to attract new clients.
- Maintained accurate client records, including contact information, service preferences, and payment details.

05/2021 – 07/2021

Waziri College, Ilorin, Kwara State

Teaching Assistant

- Developed and deliver engaging lesson plans, tailored to meet the diverse needs of students.
- Assessed student progress, provide constructive feedback, and implement interventions to support individual student growth most especially in Mathematics
- Utilize various instructional strategies, technologies, and resources to create an interactive learning environment.

 **LANGUAGES**

Spanish

Basic Proficiency



 **COURSES**

present

Human Resource Management

Saylor Academy

07/2022

Virtual Assistant Training

ALX

09/2020

Certificate in Emotional Health Management and Counseling Skills

Heartrose Care Foundation