

ADEBAYO ADEDOLAPO DORATHY

Ibadan, Nigeria | 08038781248 | Adebayodorathy04@gmail.com | Open to Remote Work

PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant skilled in administrative support, email management, scheduling, data entry, and copywriting. Proficient in Google Workspace and Microsoft Office with strong communication, organization, and time management skills. Known for delivering accurate work, meeting deadlines, and improving efficiency in remote environments.

CORE SKILLS

- 1 Virtual Assistance
- 2 Email & Calendar Management
- 3 Data Entry & File Organization
- 4 Google Workspace & Microsoft Office
- 5 Copywriting & Content Writing
- 6 Proofreading & Editing
- 7 Online Research
- 8 Customer Support
- 9 Time Management & Organization
- 10 Attention to Detail

EXPERIENCE

Freelance Proofreader & Virtual Support (Remote)

- 1 Improved document quality and readability by 40%, delivering error-free content
- 2 Edited and formatted 50+ documents with consistent quality and timely delivery
- 3 Applied copywriting techniques to enhance clarity, tone, and engagement
- 4 Reduced revision time by 30% through efficient formatting and editing
- 5 Managed files using Google Docs and Microsoft Word

Peer Mentor – Ekiti State University

- 1 Supported 30+ students, improving engagement and academic transition
- 2 Provided guidance that improved performance and reduced challenges
- 3 Resolved issues efficiently using communication and problem-solving skills

Academic Research Project

- 1 Conducted structured research and compiled reports using digital tools
- 2 Organized large data sets for clarity and usability
- 3 Met 100% of deadlines with strong attention to detail

EDUCATION

BSc Physiology – Ekiti State University (2021–2024)

CERTIFICATIONS

- 1 Virtual Assistant Certification – ALX
- 2 Copywriting Certification (Email writing, content creation, persuasive writing)

ADDITIONAL INFORMATION

Adaptable to CRM tools and project management platforms (Trello, Asana). Strong commitment to accuracy, efficiency, and confidentiality.