

Resume

OSINEYEMAGBE ENIOLA HALIMAH

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PROFESSIONAL SUMMARY

Detail-oriented and organized aspiring Virtual Assistant and Administrative Support professional with a background in Guidance and Counselling. Experienced in communication, research, record keeping, documentation, customer support, scheduling, and educational administration. Skilled in Google Docs, Canva, and digital collaboration tools, with a strong ability to manage tasks, support clients, and maintain confidentiality. Passionate about delivering excellent administrative support and contributing effectively in remote work environments.

EDUCATION

Olabisi Onabanjo University, Ago-Iwoye, Ogun State

Bachelor of Science (B.Sc.) in Guidance and Counselling

Completed academic requirements; awaiting final results and graduation (Expected 2026)

VIRTUAL ASSISTANT TRAINING

Virtual Assistant Course – Alison

Completed training in:

- Administrative support
- Email management
- Scheduling and calendar management
- Customer communication
- File organization
- Time management
- Digital workplace tools

PROFESSIONAL EXPERIENCE

School Counsellor (Practicum)

Girls Grammar School, Ijebu-Igbo, Ogun State

September 2025

- Maintained confidential student records and documentation.
- Conducted individual and group support sessions.

- Prepared reports and organized student information.
- Communicated effectively with students, teachers, and stakeholders.
- Managed multiple responsibilities while maintaining attention to detail.

Classroom and Subject Teacher (Teaching Practice)

Topmost Model School

17 September 2024 – 21 October 2024

- Prepared lesson plans and educational materials.
- Maintained accurate student records.
- Organized classroom activities and schedules.
- Collaborated with staff to support students' development.
- Demonstrated strong communication and organizational skills.

RESEARCH EXPERIENCE

Final Year Research Project:

The Influence of Broken Homes on Junior Secondary School Students' Social Adjustment and Academic Performance in Ago-Iwoye, Ogun State

- Designed and administered questionnaires.
- Collected, organized, and interpreted data.
- Prepared reports and research documentation.
- Demonstrated analytical and problem-solving skills.

VOLUNTEER EXPERIENCE

Church Volunteer

- Assisted in organizing programmes and activities.
- Worked collaboratively with teams.
- Supported administrative and coordination tasks.

CORE SKILLS

- Virtual Assistance
- Administrative Support
- Email Management
- Calendar Management
- Customer Support
- Data Entry
- Internet Research
- Google Docs
- Canva

- Communication Skills
- Record Keeping
- Report Writing
- Time Management
- File Organization
- Teamwork
- Problem Solving
- Attention to Detail

LANGUAGES

- English (Fluent)
- Yoruba (Fluent)

REFEREES

Available upon request.