

PROFESSIONAL SUMMARY

- Detail-oriented and highly organized administrative professional with training in Virtual Assistance, strong communication skills, and experience working in fast-paced, service-oriented environments. Skilled in appointment scheduling, calendar management, client communication, internet research, data entry, record keeping, and administrative coordination. Able to manage multiple priorities, communicate professionally with clients, and work independently in a remote environment. Interested in supporting clients with appointment coordination, travel planning, scheduling, and related administrative needs.

CORE SKILLS

- Appointment Scheduling
- Calendar Management
- Travel Coordination
- Itinerary Planning
- Client Communication
- Customer Service
- Email Management
- Administrative Support
- Data Entry
- Internet & Travel Research
- Record Keeping
- Task & Time Management
- Google Workspace
- Microsoft Office
- Remote Collaboration
- Problem Solving
- Attention to Detail
- Confidential Information Handling

PROFESSIONAL EXPERIENCE

Kitchen Assistant

Allijay Luxury Hotel & Apartment — Nigeria

- Worked effectively in a fast-paced hospitality environment while maintaining professionalism and attention to detail.
- Communicated with colleagues and supported smooth day-to-day operations.
- Managed multiple responsibilities within time-sensitive environments.
- Responded efficiently to changing priorities and requests.

- Maintained high standards of organization, service, and professionalism.
- Developed strong interpersonal skills through regular interaction within a customer-focused environment

Virtual Assistant — Training & Practical Projects

Self-Directed Training

- Completed professional training in Virtual Assistance and administrative support.
- Practiced managing calendars, schedules, client information, and administrative tasks.
- Used Google Calendar, Google Docs, and Google Sheets to organize and manage information.
- Created sample administrative projects involving scheduling, spreadsheets, and client coordination.
- Practiced professional email communication and responding to client requests.
- Conducted online research and organized information into clear, accessible formats.
- Developed the ability to prioritize tasks, manage deadlines, and maintain accurate records.
- Practiced working independently with digital tools and completing administrative tasks remotely.

Students support/data assistant

Worked directly with k-8 students in small groups while collecting and analyzing data on their academic and behavioral progress.

Functions used during the period of training

- . AVERAGE ()
- . COUNTIF()
- . COUNTIFS()
- . IF()
- . FILTER
- . CHART

EDUCATION

Bachelor of Science/Arts in Guidance and Counselling

Olabisi Onabanjo University, Ogun State, Nigeria

Relevant transferable skills:

- Professional communication
- Active listening
- Interpersonal relations
- Conflict resolution
- Documentation
- Organization and information management
- Understanding client needs
- Problem solving

CERTIFICATIONS & TRAINING

Virtual Assistant Training

Alison

Completed: (2026)

TECHNOLOGY & TOOLS

Google Workspace: Google Calendar, Google Docs, Google Sheets, Gmail

Microsoft Office: Microsoft Word, Microsoft Excel

Communication: WhatsApp, Zoom, Email

Other: Canva, Internet Research, Online Scheduling Tools

KEY QUALIFICATIONS

Appointment Coordination

Strong organizational and communication skills with the ability to manage schedules, coordinate appointments, maintain calendars, and communicate scheduling information clearly.

Travel Coordination

Capable of researching travel options, organizing travel information, preparing itineraries, coordinating schedules, and ensuring details are accurately documented.

Client Support

Professional, patient, and people-oriented communicator who can understand client requests, provide clear information, and maintain positive interactions.

Remote Work

Comfortable using digital communication and productivity tools to complete tasks independently, manage deadlines, and stay organized in a remote environment.

ADDITIONAL STRENGTHS

- **Excellent written and verbal communication**
- **Highly organized and detail-oriented**
- **Fast learner**
- **Reliable and adaptable**
- **Professional telephone and email etiquette**
- **Ability to multitask**
- **Strong interpersonal skills**
- **Comfortable learning new software and platforms**
- **Client-focused approach**