

TEMITOPE SIMILOLUWA OGUNADE

■ Lagos State

✉ ■ temitopesimiloluwa64@gmail.com

■ 08167812584

■ [linkedin.com/in/temitope-ogunade-793785333](https://www.linkedin.com/in/temitope-ogunade-793785333)

PROFESSIONAL SUMMARY

Highly organized and resourceful Personal Assistant with 2+ years of experience providing executive and personal support in fast paced environments. Skilled in calendar management, travel coordination and confidential task handling, with a proven record of reducing scheduling conflicts by 30% and completing tasks with 98% accuracy. Known for discretion, flexibility, and problem solving, ensuring smooth operations and helping executives stay focused on their priorities.

CORE SKILLS

- Calendar and Schedule Management
- Travel and Logistics Coordination
- Document and File Management
- Communication and Correspondence Handling
- Tasks Prioritization and Time Management
- Event and Meeting Coordination
- Tech-Savvy and Digital Tools

PROFESSIONAL EXPERIENCE

Personal & Virtual Assistant

Budotem Productions – Lagos | June 2023 – Present

- Managed daily calendar, scheduling an average of 15+ appointments/meetings weekly, reducing scheduling conflicts by 30%
- Coordinated domestic travel arrangements, ensuring on time bookings and cost savings on travel expenses.
- Handled confidential correspondence and documents with zero data breaches reported.
- Supported wardrobe coordination and event prep for company functions, improving event readiness by 25%
- Assisted in coordinating team efforts to achieve project goals efficiently.

Office Assistant/Junior PA

SecureID Limited – Lagos | Feb 2021 – Jan 2022

- Assisted with daily scheduling, ensuring 95% on time task completion for management.
- Handled errands, purchase orders, and supplier follow ups.
- Organized and maintained digital and physical files for 100+ records, improving retrieval time by 40%.

- Monitored incoming calls, emails and drafted responses, reducing executive inbox load.
- Supported logistics teams with travel bookings and courier dispatches.

EDUCATION

Bachelor of Science in Microbiology – Federal University, Oye-Ekiti (2023)

WAEC & SSCE Certificate – Methodist Girls High School, Sabo-Yaba, Lagos (2014)

RELEVANT TOOLS AND SOFTWARE

- Google workspace (Calendar, Drive, Docs, Sheets, Gmail)
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- WhatsApp Business/Slack (Team Communication)
- Zoom/Microsoft Teams (Virtual Meetings)
- Expense Tracking Tools (Expensify, QuickBooks basics)
- Trello (Task and Project Management)

CERTIFICATIONS

Introduction to Project Management – Coursera (2025)

An Introduction to Proofreading – Alison (2023)

LANGUAGES

English – Fluent in English and Advanced writing.

Yoruba – Native in Yoruba speaking.

REFERENCES

Available on request.