

TEMITOPE ABIOLA-AKINSEMOYIN

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PROFESSIONAL SUMMARY

Highly organized and proactive Administrative Assistant, Executive Assistant, and Remote Operations Professional with experience providing administrative support, calendar management, stakeholder communication, meeting coordination, documentation, and operational support in remote environments. Skilled at managing schedules, handling correspondence, maintaining records, coordinating teams, and supporting executives to ensure seamless day-to-day operations. Proficient in Microsoft Office Suite, Google Workspace, project management tools, and digital collaboration platforms. Recognized for professionalism, attention to detail, strong communication skills, and the ability to manage multiple priorities while delivering exceptional support.

CORE SKILLS

- Administrative & Executive Support
- Calendar & Schedule Management
- Meeting Coordination & Follow-ups
- Client & Stakeholder Communication
- Email & Inbox Management
- Data Entry & Documentation
- Microsoft Word, Excel & PowerPoint
- Google Workspace
- Operations Coordination
- Report Preparation & Record Keeping
- Customer Service & Relationship Management
- Task & Project Coordination
- Virtual Collaboration & Remote Support
- Problem Solving & Time Management

PROFESSIONAL EXPERIENCE

Empower Her Remotely, Lagos, Nigeria
2026

May 2025 – May

Executive Assistant / Community Support Associate

- Provided administrative and operational support for a remote work training community serving over 200 participants.
- Coordinated calendars, meetings, webinars, and virtual events, ensuring smooth scheduling and execution.
- Managed participant communications, responded to inquiries, and maintained professional relationships with community members.

- Prepared meeting schedules, follow-up communications, and administrative documentation.
- Supported program operations that impacted over 1,000 participants across various learning initiatives.
- Assisted with stakeholder engagement and ensured timely communication between team members and participants.

Techpression Media Ltd, Lagos, Nigeria
2026

June 2025 – April

Social Media Manager

- Managed communication channels by responding promptly to inquiries, comments, and messages.
- Coordinated content schedules, team activities, and workflow processes to support operational efficiency.
- Prepared reports and monitored engagement metrics to support informed decision-making.
- Maintained organized digital records and ensured smooth communication across internal teams.
- Supported project coordination and administrative processes to enhance productivity.

Afriment Tech Hub, Lagos, Nigeria

October 2024 – November 2024

Virtual Assistant Intern

- Supported daily administrative operations, improving workflow efficiency and task completion.
- Maintained records, reports, and documentation to support business activities.
- Coordinated communications, follow-ups, and scheduling activities for clients and team members.
- Assisted with data management and administrative reporting.
- Implemented organizational systems that improved operational efficiency.

ALX Training Program (Remote), Lagos, Nigeria

August 2024 – October 2024

Virtual Assistant Trainee

- Coordinated executive calendars, meetings, and appointments.
- Managed email communications and client support inquiries.
- Maintained records and documentation with high accuracy.
- Supported administrative processes and workflow management.
- Utilized productivity and collaboration tools to improve operational efficiency.

Ovikom Makeovers, Lagos, Nigeria

November 2019 – February 2020

Personal Assistant Trainee

- Managed appointment scheduling and client communications.
- Maintained administrative records and coordinated customer follow-ups.
- Assisted with daily operations and office coordination activities.
- Supported customer service initiatives that enhanced client satisfaction.
- Organized administrative tasks to ensure smooth business operations.

EDUCATION

UNIVERSITY OF LAGOS, Lagos, Nigeria
Science (B.Sc.) in Actuarial Science
Second Class Honours

Bachelor of

CERTIFICATIONS & COURSES

- ALX Virtual Assistant
- SkillHer Enterprises Virtual Assistant & Customer Service Training
- Remote Work & Administrative Support Training
- Customer Support & Communication Skills
- Empower Her Remotely.
- Alison Executive Assistant Training.

TOOLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace
- Data Entry & Reporting Tools
- Reliable Internet Setup
- Laptop & Headset
- Zoom
- Slack
- Trello
- Asana
- Notion
- Canva
- Calendly
- CRM Tools
- Data Entry & Reporting Tools