

Temitope Samuel Olugbenga

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Virtual Assistant | PR & Social Media Support

Professional Summary

Detail-oriented Virtual Assistant with experience in administrative support, content creation, and social media management. Skilled in managing online communities, responding to customer inquiries, and supporting business operations remotely. Proven ability to create engaging content, maintain brand image, and deliver tasks efficiently.

Key Skills

- Email & Calendar Management
- Content Creation
- Social Media Management
- Customer Support
- Online Research
- Data Entry & Document Formatting
- Communication & Time Management

Work Experience

Godspower Photography Studio (Photographer) (2018- 2022)

- Captured and edited high-quality images for clients, Managed client sessions and ensured customer satisfaction.
- Used photo editing tools for retouching and enhancements.
- Organized digital files and maintained photo archives and delivered projects within deadlines

Virtual Assistant – Expresstech Academy (Jan 2025 – Feb 2026)

- Provided administrative support including document preparation and formatting
- Conducted online research and organized data for client use
- Managed digital files and ensured accurate record keeping
- Communicated with clients to deliver tasks efficiently and on time

Social Media Manager – Living Faith Church (2023–2025)

- Managed social media platforms and created engaging content
- Increased audience interaction through consistent posting and engagement

- Responded to messages and feedback professionally
- Promoted events through digital campaigns

Sales Marketer – Toposyi Realtors (2026–Present)

- Maintained client communication and records.
- Collaborated with marketing team to improve visibility.
- Conducted market research to stay updated on property trends, pricing, and competitor activities.
- Maintained accurate records of leads, client interactions, and transactions using CRM tools.
- Collaborated with the marketing team to improve campaign performance and increase brand visibility.
- Represented the company professionally, ensuring excellent customer service and client satisfaction

Education

B.Tech, Federal University of Technology, Minna.

NCE, Adeyemi Federal University of Education, Ondo.

Certifications

Virtual Assistant Certificate – Express Tech Academy (2025).

B.Tech Certificate - Federal University of Technology, Minna (2025)