

ADEGBOYEGA VICTOR

Virtual Assistant | Video Editor & Videographer | Creative & Digital Support | Community Management

Lagos, Nigeria | +234 903 472 2829 | akinbowalevictor221@gmail.com

PROFESSIONAL SUMMARY

Creative and adaptable remote professional with hands-on experience supporting digital businesses through virtual assistance, customer support, community management, content and video editing, and day-to-day digital operations. Currently working remotely with Forex Cartel, where I support online communities, customer communication, onboarding, administrative workflows, and remote team coordination. Strong eye for creative content, confident with video editing and visual storytelling, and comfortable using AI and productivity tools to work efficiently. Reliable, organized, resourceful, and able to learn quickly in fast-paced remote environments.

CORE SKILLS

- Virtual Assistance & Administrative Support
- Videography & Visual Storytelling
- Customer Support & Email Communication
- Remote Collaboration & Digital Operations
- AI Tools & Productivity Workflows
- Video Editing & Content Creation
- Creative Thinking & Content Development
- Community Management & Discord Moderation
- Online Research, Scheduling & Task Coordination
- Graphic Design & Social Media Content

PROFESSIONAL EXPERIENCE

Community Moderator & Customer Support Assistant — Remote

Forex Cartel | 2024 – Present

- Manage and moderate an online Discord community while maintaining a professional, welcoming, and engaging user experience.
- Handle customer inquiries and email support, resolving questions clearly and efficiently.
- Support onboarding for new community members and users and help them navigate digital services and resources.
- Coordinate communication between team members and users in a fully remote work environment.
- Organize digital records, track community activity, and support day-to-day administrative workflows.
- Use AI tools and productivity software to improve efficiency, organize tasks, and streamline support processes.
- Assist with scheduling, task management, digital communication, and other remote operational responsibilities.
- Handle user information and digital communications with discretion and professionalism.

Design & Administrative Support Intern / Freelance Experience

Remote / Freelance | 2023 – 2024

- Created graphics and promotional materials using Canva and Adobe Photoshop.
- Assisted with video editing for online content and marketing campaigns.
- Supported digital communication, content organization, and online research.
- Completed administrative tasks and contributed to creative digital projects.

EDUCATION

Caleb University

Bachelor of Science (B.Sc.) in Business Administration | Graduated 2025

CERTIFICATIONS

Adobe Photoshop • Fundamentals of Digital Marketing • Information Technology Ethics

TOOLS & SOFTWARE

Creative: Canva, Adobe Photoshop, CapCut, Figma (Basic) **Work:** Google Workspace, Microsoft Office, Notion, Discord **AI:** ChatGPT & AI Productivity Tools

ADDITIONAL STRENGTHS

Creative problem-solving • Strong written communication • Attention to detail • Adaptability • Time management • Remote work discipline • Fast learner