

# ABIOLA OPEYEMI

## VIRTUAL ASSISTANT

Phone: +2347036123405

Location: Kwara State, Nigeria

Email: [abiolaopeyemi868@gmail.com](mailto:abiolaopeyemi868@gmail.com)

Portfolio:

<https://abiolaopeyemi.onrender.com/>

LinkedIn:

<https://www.linkedin.com/in/opeyemi-abiola>

## EDUCATION

### University of Ilorin

(B.Sc.), Zoology - 2023 – Present

## CERTIFICATIONS

### Virtual Assistant Program - ALX

Sept 2024 – Nov 2024

### Digital Marketing & Content Creation -

Terra Learning

Jul 2024 – Aug 2024

### Virtual Assistant Bootcamp – DEXA

April 2025 – May 2025

## CORE COMPETENCIES

- Virtual Administrative Support
- Email and Inbox Management
- Calendar and Appointment Scheduling
- Online Research and Reporting
- Project and Task Management
- Video Conferencing (Zoom, Microsoft Teams)
- Google Workspace (Docs, Sheets, Gmail, Drive, Calendar, Meet, Forms)
- Customer Service Support
- Microsoft Office (Word, Excel, PowerPoint, Outlook)

## SUMMARY

Versatile Virtual Assistant with proven success in streamlining workflows, managing remote communications, and boosting team productivity by 30%.

Expert in Google Workspace, calendar/email management, and social media coordination. Delivers proactive, reliable support that drives operational efficiency and client satisfaction.

## WORKING EXPERIENCE

### Social Media Manager (Volunteer)

*UX Scale (Remote) - April 2025 – Present*

- Collaborated with the marketing team to develop branded visual content, boosting brand consistency and recognition
- Launched weekly content calendars and automated scheduling using Meta Business Suite.

## VOLUNTEER EXPERIENCE

### Event Coordinator

*LinkedIn Local Ilorin – Sept 2024 – Nov 2024*

- Organized logistics, drafted event schedules, and coordinated registration, contributing to a 20% increase in turnout.
- Used spreadsheets to track RSVP data and managed attendee follow-up communications.

### Usher & Logistics Support

*Tech-X-Con – Oct 2024 – Nov 2024*

- Delivered on-site event assistance for all attendees, ensuring smooth operations during peak activity.

### Management Team

*Google Developer Groups UNILORIN – Oct 2024 – Present*

- Planned 5+ tech workshops, improved community attendance by 15% through email outreach and digital promotion.
- Managed RSVPs with Google Forms.

### Campus Ambassador (UNILORIN)

*Cowrywise - Aug 2024 – Present*

- Promoted financial tools and campaigns via social media and campus outreach, increasing app sign-ups among students.

- Basic Graphic Design (Canva)
- Organization & Time Management
- Communication Skills
- Tech-Savviness
- Confidentiality & Reliability
- Problem Solving & Initiative

### **Usher**

*Build With AI Unilorin – April 2025*

- Supported event coordination, welcoming attendees and distributing materials during AI-focused conference.

### **Protocol & Logistics Lead**

*TEDxHUI – May 2025 – Present*

- Leading a 5-person team to manage speaker and VIP coordination, including scheduling, travel, communication, and hospitality.
- Handling logistics planning, venue setup, vendor communication, transport, accommodation, and security arrangements.
- Supporting cross-functional collaboration by coordinating with internal teams (Welfare, Ushering, Programs) for smooth workflows.

### **Registration Coordinator**

*AI – I - NIGERIA – May 2025*

- Managed the registration of attendees ensuring smooth and efficient check-ins.
- Maintained accurate records of attendees using Excel tool.
- Contributed to the successful execution of event registration processes.