

ABIOLA OPEYEMI

VIRTUAL ASSISTANT

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EDUCATION

University of Ilorin

(B.Sc.), Zoology - 2023 - Present

CERTIFICATIONS

Virtual Assistant Program - ALX

Sep 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)
- Basic Graphic Design (Canva)

SUMMARY

Resourceful Virtual Assistant & Social Media Manager with a strong track record of optimizing workflows, managing remote communications, and improving team productivity by 30%. Skilled in Google Workspace, calendar/email management, and content scheduling. Adept at building online visibility, managing multi-platform social media accounts, and engaging audiences effectively. Known for delivering proactive, detail oriented support that enhances operational efficiency and client satisfaction.

WORKING EXPERIENCE

Social Media Manager

UX Scale

April 2025 – August 2025

- 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.

Virtual Assistance & Customer Service

BiTechTeam

June 2025 – Present

- Oversee customer service operations, ensuring prompt and professional responses to inquiries and technical issues.
- Implement systems and processes that improve team productivity and client satisfaction.

Virtual Assistance

CadenceFlow Learning & Development July 2025 – Present

- Manage and grow the brand's social media presence across LinkedIn, Instagram, Twitter, and Threads, ensuring consistent brand voice and engaging content.
- Develop and implement weekly content strategies to educate and inspire the audience on learning, development, and sales psychology.
- Monitor analytics to measure post-performance and audience insights, adapting strategies for continuous growth and improved engagement.

Programs and Operations Manager

TEDxHUI (Al-Hikmah University) May 2025 – Present

- Ensured the smooth execution of TEDxHUI by overseeing event logistics, speaker and guest

- Organization & Time Management
- Communication Skills
- Tech-Savviness
- Confidentiality & Reliability
- Problem Solving & Initiative

management, and volunteer coordination.

- Ensured every operational aspect runs seamlessly, creating an outstanding experience for attendees and speakers alike.

VOLUNTEER EXPERIENCE

Protocol Team Member

TEDxTANKE

July 2025

- Supported the planning and execution of event protocols for speakers, VIPs, and attendees during the event.
- Collaborated with the logistics team to uphold professionalism, hospitality, and timely transitions throughout the event.

Welfare & Hospitality Team Member

CareerFest x Tech Summit

May 2025

- Contributed to attendee experience by coordinating hospitality and welfare services during the event.
- Assisted in preparing and distributing refreshments, ensuring comfort and a welcoming atmosphere for all guests, speakers and attendees.

Management Team (Core Team Member)

Google Developer Groups on campus UNILORIN - Oct 2024 – Present

- Planned 5+ tech workshops, improved community attendance by 15% through email outreach and digital promotion.
- Enhanced event turnout by 15% through effective planning and outreach, strengthening the group's local presence.

Usher

Build With AI Unilorin

April 2025

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

Registration Team

AI - In - Nigeria

May 2025

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

Event Management Team Member

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.

Ushering Team

Tech-X-Con

Oct 2024 – Nov 2024

- Assisted with attendee navigation, ensured smooth event flow, and provided on-site support to organizers.
- Improved event efficiency, receiving commendation for exceptional crowd management during a high-traffic tech conference.

Campus Ambassador (UNILORIN)

Cowrywise

August 2024 – Present

- Promoted financial literacy initiatives, engaged student audiences via social media, and supported campus campaign execution.