

OYINKANSOLA BOJESOMO

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PROFESSIONAL SUMMARY

Highly Organized Virtual Assistant with meticulous attention to detail, seeking to leverage strong administrative support and customer service skills to optimize efficiency for busy professionals and businesses. Proficient in Microsoft Office Suite, Google Workspace, and Social Media Management tools, I can streamline daily operations and provide exceptional virtual support.

WORK EXPERIENCE

Thanni Digital

Administrative Virtual Assistant

(2023 - Present)

- Managed day-to-day administrative tasks to ensure smooth business operations.
- Conducted research on various topics to support projects and presentations.
- Created engaging blog posts, articles, and social media content aligned with company goals.
- Fostered a strong sense of community by engaging with the audience, responding to comments, messages, and mentions promptly and professionally.
- Conducted virtual interviews for podcast production.
- Performed accurate and efficient data entry tasks to maintain databases and records.
- Scheduled meetings and appointments using Google Calendar, streamlining communication and collaboration.

Swellbridge Digital

Executive Assistant/Assistant Social Media Manager

(2021 - 2023)

- ° Increased social media lead generation by 30% through outbound marketing.
- ° Scheduled and coordinated meetings.
- ° Developed and executed social media strategies that increased brand awareness.
- ° Created and curated engaging content that increased engagement, thereby increasing customer conversion by 50%.
- ° Engaged with leads on social media and followed up with calls, which resulted in increased conversion rates.

SKILLS

Data Entry
Copywriting
Proofreading
Research
Social Media Management
Basic graphics design

EDUCATION

University of Ilorin

B.A History and International Studies (2021)

CERTIFICATIONS

Professional Diploma of Virtual Executive Assistant - Udemy (MTF Institute of Management, Technology and Finance) - (2024)

Virtual Assistant Program - ALX Africa - (In Progress)