

ALAO OYINDAMOLA

Virtual Assistant

09033973826

Lagos, State

oyinalao@gmail.com

www.linkedin.com/in/alaoooyindamola

EDUCATION

Bsc. Quantity Surveying,

OAU.

GRADUATED: 2024

Virtual Assistance & Social

Media Management,

UDEMY.

GRADUATED: 2022

SUMMARY

- Skilled Virtual Assistant with 2+ years in content editing, social media management, and administrative support, ensuring precise and engaging digital content.
- Proficient in Google Suite, Canva, Capcut, and Microsoft Office, streamlining virtual operations and creative tasks.
- Strong communicator with expertise in scheduling, email management, and customer support to enhance team efficiency.

SKILLS

- Content Editing & Proofreading (Capcut, Inshot).
- Video & Graphic Design (Canva).
- Database & Data Management (Google Suite, Microsoft Office Suite).
- Social Media Management & Strategy.
- Time Management & Scheduling.
- Strong Written & Verbal Communication.

WORK EXPERIENCE

Virtual Assistant & Social Media Manager

September 2022 – Jan 2024

GEEK Book Club | Remote

- **Developed and implemented** a consistent content strategy across social media channels, boosting online engagement by 30%.
- **Edited and proofread** all published content, ensuring grammatical accuracy and brand alignment to maintain high-quality standards.
- **Crafted and managed** professional correspondence, handling inquiries and providing customer support across various channels, achieving a 95% client satisfaction rate.
- **Organized virtual meetings** and webinars, managing calendars and reminders to optimize team productivity.

- Problem Solving & Critical Thinking.
- Client-Centric Customer Support.
- Attention to Detail.
- Collaboration & Teamwork.

Virtual Assistant & Content Specialist

October 2023 – Present

Etiquette Media and Publishing Limited | Remote

- **Created engaging content** across platforms, including video editing with Capcut and Inshot, which enhanced audience interaction by 40%.
- **Maintained and updated** databases with high accuracy, improving accessibility for team members and enhancing decision-making.
- **Researched and prepared reports** on relevant products and trends, presenting findings that contributed to a more targeted content approach.

Social Media & Content Assistant

Jan 2024 – Present

Immersion Bible Team | Remote

- **Planned and scheduled** weekly content on multiple social media channels, using insights to create highly engaging posts aligned with trending topics.
- **Developed campaigns** that boosted product visibility and drove sales of the Immersion Bible, contributing to brand growth.
- **Supported client correspondence** by drafting clear, professional emails, ensuring prompt and accurate information sharing.