

Remote Work Portfolio - Solomon Maidawa

Contact Information

Email: smaidawababajo@gmail.com

Location: Remote (Available globally)

Availability: Open to full-time, part-time, or contract-based remote roles

Professional Summary

Motivated and versatile remote professional with experience in virtual assistance, sales representation, software development, and data entry. Adept at using digital tools to streamline tasks, support business operations, and deliver quality service. Proven skills in Microsoft Office, WordPress, Canva, and effective communication. Strong background in religious studies, business, and IT-bringing a well-rounded perspective to every role.

Core Skills

- Virtual Assistance & Admin Support
- Microsoft Office (Word, Excel, PowerPoint)
- Canva (Graphics & Visual Content)
- WordPress (Basic Web Management)
- Web Design Fundamentals
- Data Entry & Record Management
- Excellent Communication & Time Management

Work Experience

Freelance Virtual Assistant

Remote | 2022 - Present

- Managed email correspondence and scheduling for clients
- Handled data entry tasks using Excel and Google Sheets
- Designed reports and presentations with Canva and PowerPoint
- Supported small business operations with online research and CRM updates

Junior Web Assistant

Remote | 2021 - 2022

- Assisted in building and editing WordPress websites
- Performed basic updates and plugin installations
- Created simple layouts and graphic elements with Canva

Education & Certifications

- B.A Philosophy of Religion
- Diploma in Business Management
- Diploma in Computer Science
- Certificate in Web Design

Sample Projects

- Designed basic landing page using WordPress for a local business
- Created professional resumes and templates in Canva
- Set up Google Sheets for expense tracking and client reporting

Time Zone & Availability

Based in Nigeria (GMT+1)

Flexible availability: Mornings, afternoons, and evenings (based on client needs)