

Hello

I'm Soliat Azeez

Executive Virtual Assistant

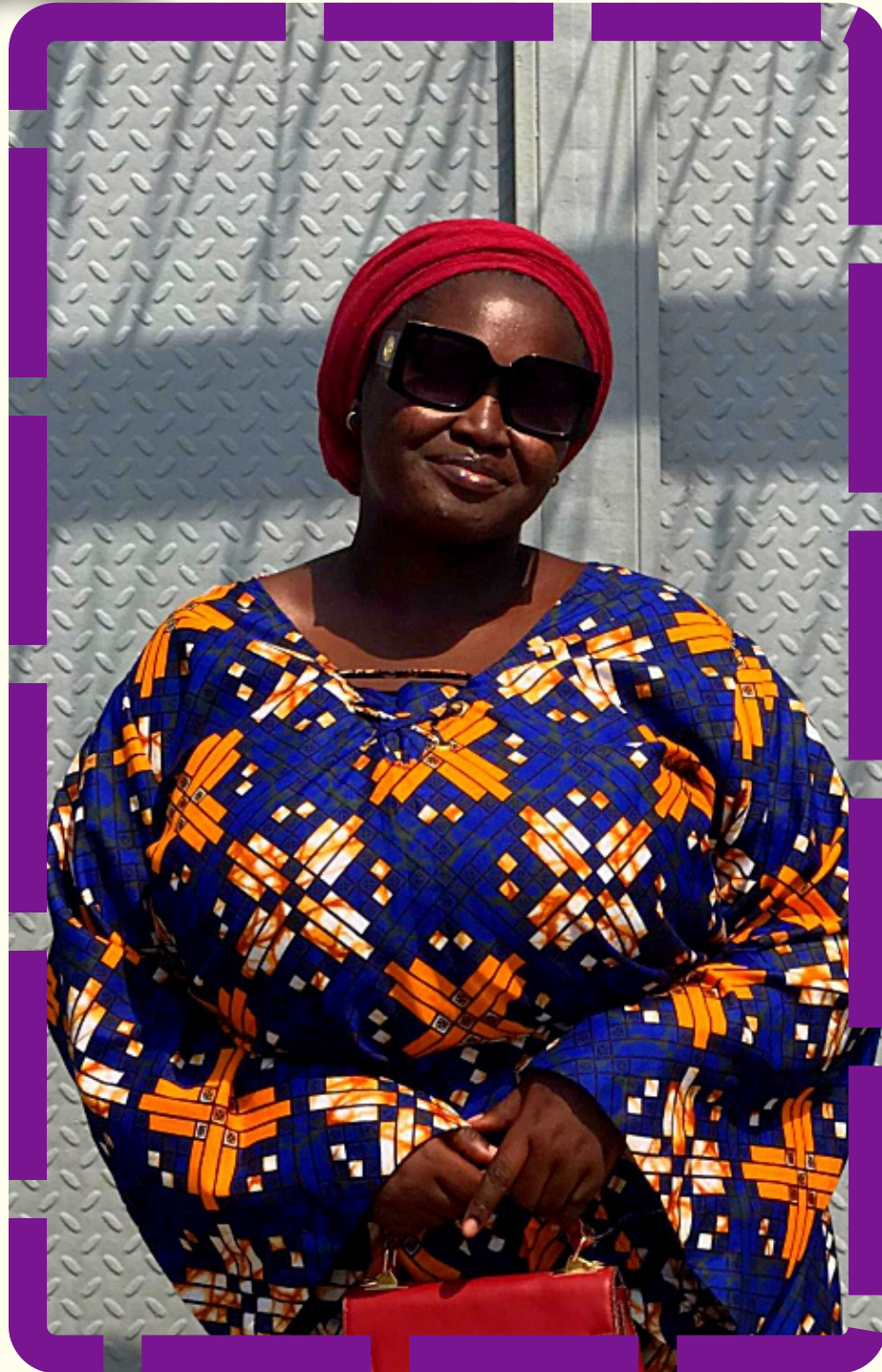
[See More...](#)



About Me

Are you looking for a highly skilled and proactive executive virtual assistant who can help you streamline tasks, free up time, increase productivity, and maximize efficiency?

I am a highly skilled, proactive, detail-oriented, and experienced executive virtual assistant with over 3 years of dedicated experience supporting executives and individuals like yourself. With a proven track record of success, I provide a comprehensive suite of services designed to relieve the burden of administrative tasks, allowing you to focus on what is most important—your core objectives and goals.



Skills & Services

Administrative Support

- Email Management
- Calendar Management
- Scheduling & Appointment Setting
- Travel arrangement
- Data Entry & Management
- Online Research
- File Organization
- Graphics Design with Canva
- Document Management

Project Management

- Project Planning & Initiation
- Task Management
- Communication & Collaboration
- Project Progress Tracking
- Organizing Tasks
- Setting Deadlines

Work Samples

Calendar Management

February 2024

SAT 3 SUN 4 MON 5 TUE 6

SAT 3	SUN 4	MON 5	TUE 6
Breakfast, 9am	Breakfast, 9am	Breakfast, 9am	Breakfast, 9am
Beach Outing with Friends 10am - 2pm	Church Service with Family 10am - 12pm	Board Meeting at Corporate Office 10am, David Yurman Corporate Office,	Dental Appointment 10:30am - 12pm Greater NY Dental Meeting
Lunch, 2pm	Lunch, 2pm	Lunch Meeting with Business Partner 12:30 - 2:30pm The Smith	Lunch, 2pm
Dinner with Wife 6pm - 9pm	Family Hangout with Kids and Wife at the Home Lounge 3 - 5pm		Company Extension Planning with Executives 3:30 - 6:30pm
Quiet Reading Time 6pm, Strand Book Store	Quiet Reading Time 6pm, Strand Book Store	Quiet Reading Time 6pm, Strand Book Store	

Email Management

Search mail

Outreachy Applicant. Education/News Your Outreachy initial application is approved 🎉 - Hi S...

Linktree Work/Updates Analytics weekly | Feb. 26 - Mar. 3, 2024 - Here's h...

13 Belinda Sandor | Th. Newsletters Just Say No - It allows you to say yes. March 4, 2024, Issu...

Grey My Finances/Updates Connect Globally with Grey X Airalo 🌍 📱 - Hi S...

+ NTBTS from HackSult. Tech News Kenya Tech Bro Is at It Again - ICYMI, catch the previous e...

⋮ Miz Buganon 🌐 (via. Socials/Messages Miz Buganon 🌐 (@mizbuganon) has sent you a Di...

LinkedIn Job Alerts Socials/Jobs "virtual assistant": Dash Driver Jobs - Data Entry Virtu...

46 GDSC Event Platform Tech News Thank you from CareerFest'24! - Google Developer Stude...

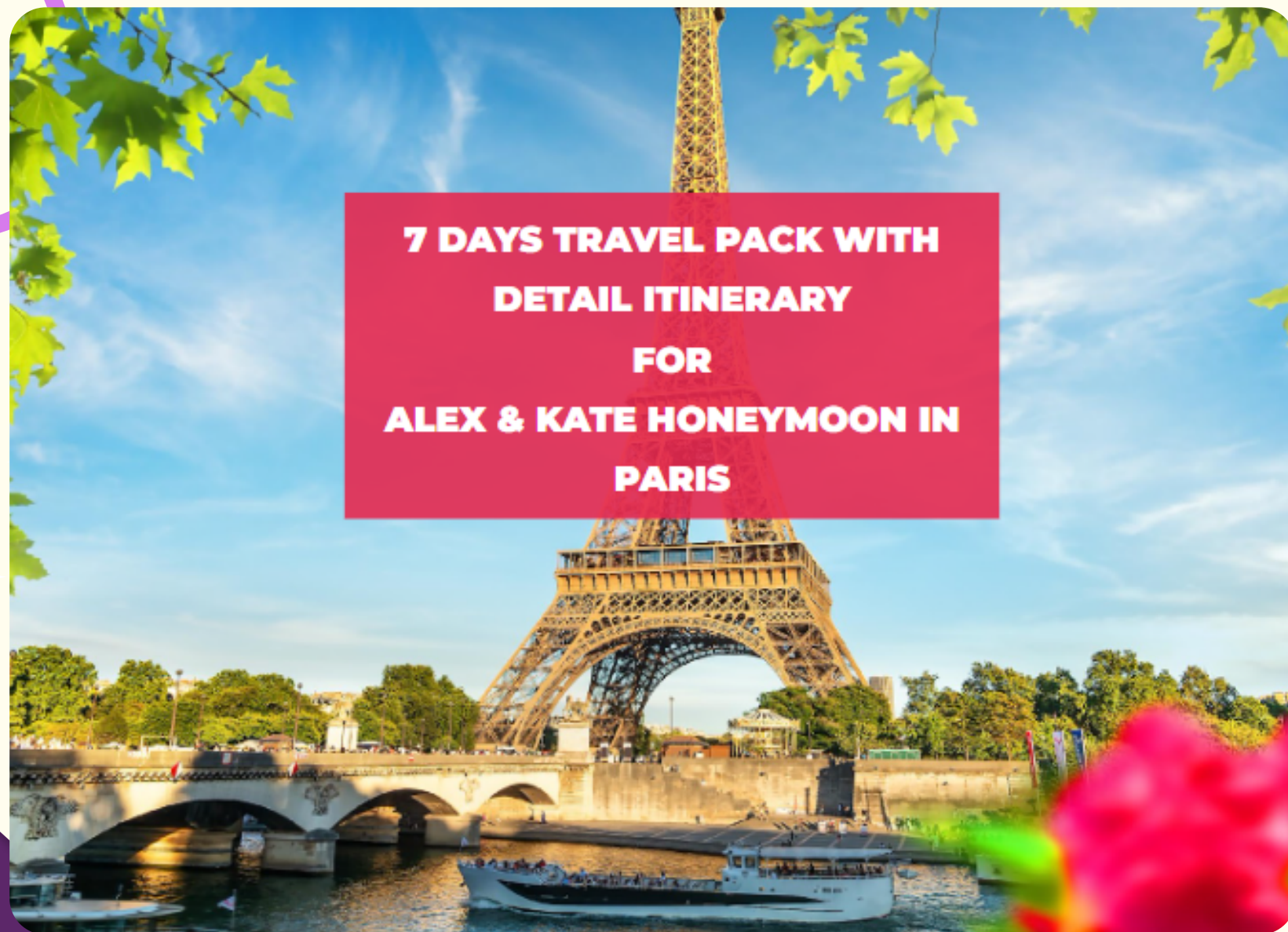
20 Belinda Sandor | Th. Newsletters The Orbit Report 🚀 🌐 🚀 - The Replays are Ready! Hello...

11 ZipRecruiter Socials/Jobs \$25/hr PERSONAL ASSISTANT PART TIME job in LOS A...

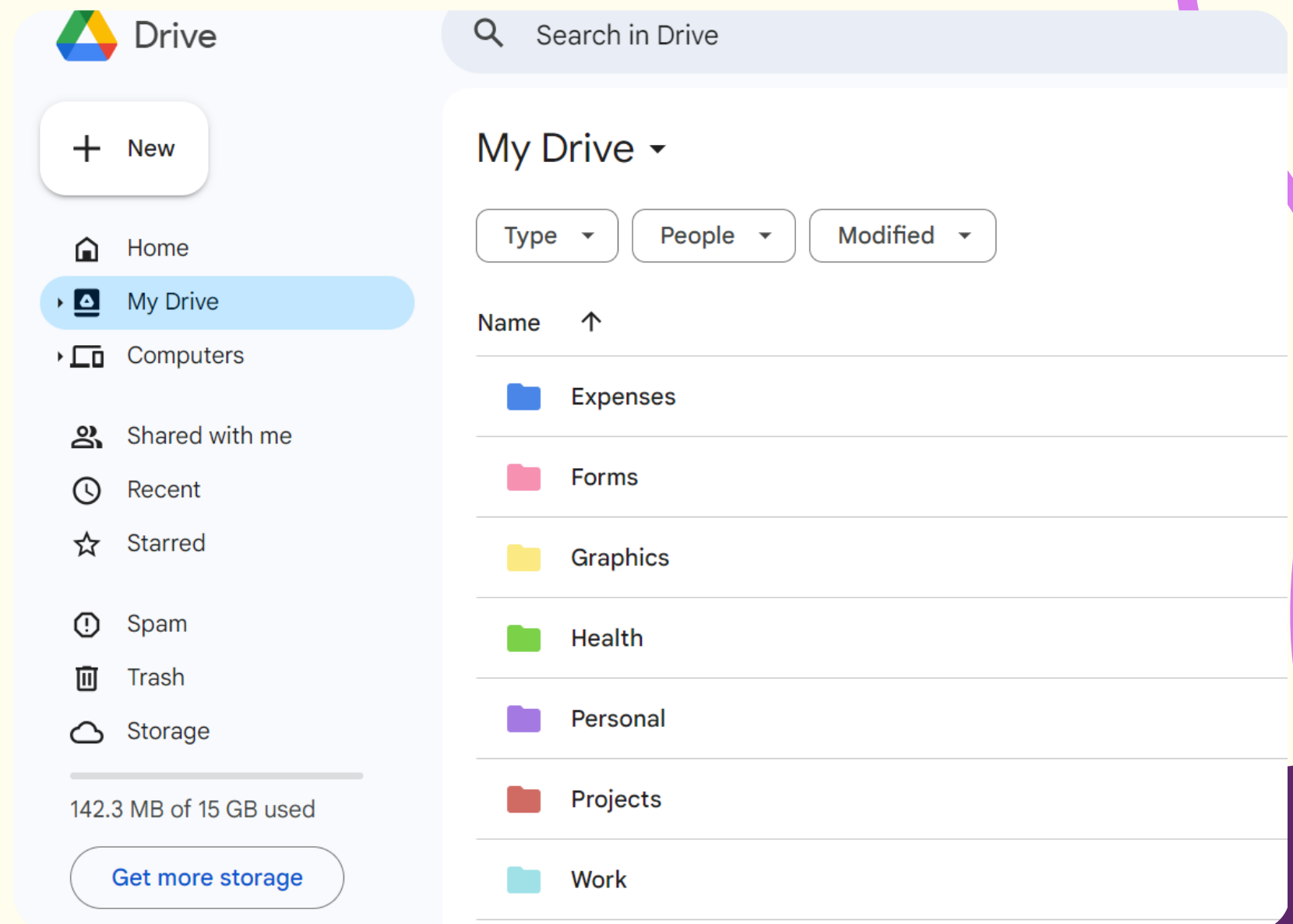
LinkedIn Socials/Security Azeez Soliat, your profile photo was changed - Aze...

LinkedIn Job Alerts Socials/Jobs "virtual assistant": Leisure Travel Corp - Virtual Scher...

Travel Arrangement



File Management



Asana

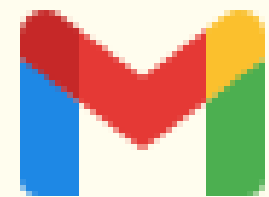
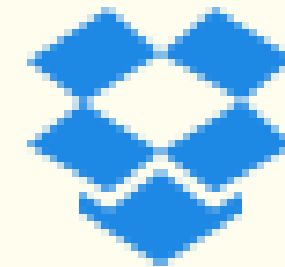
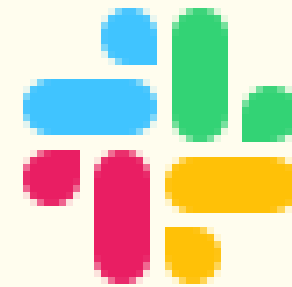
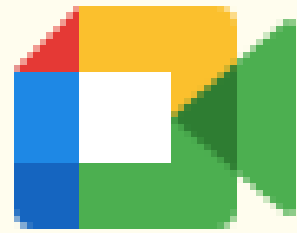
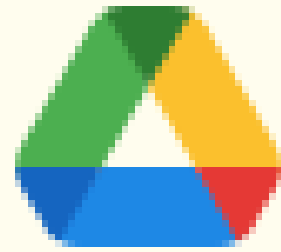
The screenshot shows an Asana project board for 'Client A - Executive Assistance Services'. The board is organized into three columns: 'Pre-Client Process', 'Client Onboarding', and 'Ongoing Projects'. Each column contains a list of tasks with checkboxes and assignees. The 'Pre-Client Process' column has 8 tasks, 'Client Onboarding' has 7 tasks, and 'Ongoing Projects' has 6 tasks. The interface includes a top navigation bar with options like Overview, List, Board, Timeline, Calendar, Workflow, Dashboard, Messages, and Files. A toolbar below the navigation bar offers options for adding tasks, filtering, sorting, grouping, and hiding.

Pre-Client Process (1)	Client Onboarding (1)	Ongoing Projects (6)
<input checked="" type="checkbox"/> Pre-Client Signing Process	<input checked="" type="checkbox"/> Onboarding	<input checked="" type="checkbox"/> Calendar Management
<input checked="" type="checkbox"/> Create a pre-discovery call form for	<input checked="" type="checkbox"/> Send a welcome email to the client	<input checked="" type="checkbox"/> Email Management
<input checked="" type="checkbox"/> Automatic email for discovery call	<input checked="" type="checkbox"/> Create a questionnaire or survey to	<input checked="" type="checkbox"/> Travel Arrangement
<input checked="" type="checkbox"/> Integrate the form information to	<input checked="" type="checkbox"/> Set up access to necessary tools and	<input checked="" type="checkbox"/> Data Entry and Document Management
<input checked="" type="checkbox"/> Prepare for upcoming discovery call	<input checked="" type="checkbox"/> Coordinate a virtual meeting or call	<input checked="" type="checkbox"/> Research Tasks
<input checked="" type="checkbox"/> Prepare for upcoming discovery call	<input checked="" type="checkbox"/> Prepare for the project kickoff meeting	
<input checked="" type="checkbox"/> Prepare service contracts or agreements	<input checked="" type="checkbox"/> Compile and organize onboarding checklist	
<input checked="" type="checkbox"/> Share drafted contracts with potential clients	<input checked="" type="checkbox"/> Review the client onboarding checklist	
<input checked="" type="checkbox"/> Create invoices outlining the agreed-upon terms		

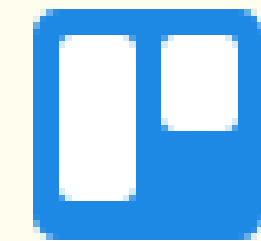
Graphics Design

The image displays a grid of eight graphic design samples. The top row includes: a partial purple graphic, a profile card for 'Soliat Omolara VA Portfolio' featuring a portrait and the text 'I'm Soliat Omolara A Virtual Administrative Assistant', a LinkedIn post titled '5 TOOLS FOR STAYING FOCUSED AND PRODUCTIVE AS A VA', and a partial quote graphic. The bottom row includes: a partial purple graphic, a speech bubble graphic with the text 'Feeling Overwhelmed? Delegate Your Way to Self-Care with a Virtual Assistant.', another LinkedIn post titled 'Beyond Efficiency: Your Virtual Assistant as a Strategic Partner for Sustainable Growth', and a partial graphic with the text 'Activate V Go to Setting Add a head'.

My Tools



LastPass





Contact Me:

 azeezsoleehah@gmail.com

 [@LeeahahBaby](https://twitter.com/LeeahahBaby)

 [@soliatomolara](https://www.instagram.com/soliatomolara)

 [@Soliat Azeez](https://www.linkedin.com/in/Soliat_Azeez)



Thank You

Considering how my services could benefit you? Fill the form below and let's get started.

[Fill the Pre-discovery Call Form Here](#)