Raji-Azeez Rashidat Folakemi

Executive Virtual Assistance, Content Writer, Freelancer

About me

Hi, I am Rashidat, a dedicated and detail-oriented Executive Virtual Assistant with a passion for streamlining operations and enhancing productivity for busy professionals. Equipped with a diverse skill set encompassing administrative support, project management, and technological proficiency. With a proactive approach and excellent communication skills, adept at managing schedules, coordinating travel arrangements and facilitating seamless communication across various platforms. Committed to delivering exceptional service and enabling executives to focus on high-priority tasks.



Skills and Expertise

Email management calendar Management File Management Appointment booking and scheduling Editing Proofreading **Content Writting** Lead generation customer services cold calling Data entrying Data analytivs

Project 1 File Management.

I prepared and organized files into clearly labeled folders based on categories or projects. Used a consistent naming convention for files and folders, and maintain regular backups. I also Implemented access controls to ensure security and assign responsibility for ongoing maintenance and updates.

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Home

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8.4 GB of 15 GB used

Analytics dashboard

My Drive Computers Shared with Recent

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How to get started ...

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Labels

- [Imap]/Drafts
- [Imap]/Sent
- Imap]/Trash
- client communications
- Family
- financials
- important docs
- Internal Discussions
- Older Important Mails
- partnerships
- unsubscribe

Q Search mail

□• C :

Important and unread

- ☆ > Microsoft Azure Team
 ☆ > Apollo
 ☆ > Apollo
- Starred
- Everything else
- 🗌 🕁 Ď Josh from Apollo
- 🔄 🕁 Ď Sterling Bank
- Codebasics
- 🗌 👷 Ď Union Bank of Niger.

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Project 2 Email Management.

I set up an efficient email management for a client, I began by analyzing the current email workflow

and identifying pain points. I

Star a message to have it show here. Hide this implemented folder structures for

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unsubscribe 🔄 Refresh your CRM with

Codebasics Expert Webinar - 26th Apr

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organizing emails by priority and

category. I established rules for

filtering and automated responses,

optimizing their inbox for improved

productivity and communication.

Project 3I efficiently generate leads for companies by leveraging targeted digital marketing strategies,Lead Generation.such as SEO, PPC, and social media campaigns. Utilize data analytics to identify and engage

high-potential prospects. Implement automated email marketing and personalized content.

Optimize landing pages for conversion and employ CRM tools to track and nurture leads.

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1	Real Estat	e Agencies I	n the United States	s of America							
2	First Name	Last Name	Title	Company	Company Name for Ema	ai Email	Email Status	Seniority	Departments	First Phone	Со
3	Barry	Sendach	Domespaces is the lea	outdoor life domes in the USA and arou	nd outdoor life domes in th	ne bsendach@contain	Likely to engage	Entry	Marketing	+1 561-807-196	5 <u>'</u> +1
4	Oscar	Morales	Real Estate Broker Ass	eXp Realty	eXp Realty U		Unavailable	Entry	Operations	+1 360-685-420)(+1
5	Richard	Trio	Licensed Real Estate P	Real Broker USA	Real Broker USA	richard.trio@enrg.	Unverified	Entry	Operations		
6	Camilo	Marquez	Real Estate Agent	Keller Williams Realty, Inc.	Keller Williams Realty		Unavailable	Entry	Operations	+1 512-327-307	7(+1
7	Nael	Tannira	Founder/air shipment	Haya Express, LLC @ Detroit, MI, USA	Haya Express LLC @ Det	roit MI USA	Unavailable	Founder	C-Suite		
8	Erik	Kobley	Broker Associate	Realty Connect USA	Realty Connect USA	ekobley@realtycon	Likely to engage	Entry		+1 516-714-360): +1
9	Joe	Claburn	Licensed Real Estate A	Real Broker USA	Real Broker USA	j.claburn@tmi-sa.o	Verified	Entry	Operations	+1 210-698-717	7: +1
10	Tetsuo	Yamashita	Managing Director	ORIX Corporation USA	ORIX Corporation USA	tetsuo.yamashita@	Verified	Director		+1 860-249-71	1:+1
11	Alexis	Guini	Sales Manager Southe	Copa Airlines	Copa Airlines	aguini@copaair.cor	Likely to engage	Manager	Sales	+507 304-2677	+5
12	David	Ledezma	Vice President	skinChemists	skinChemists		Unavailable	Vp		+44 20 7278 20	1+4
13	Michael	Bitton	Real Estate Sales	West USA Realty	West USA Realty	michael.bitton@joi	Verified	Entry	Operations, Sal	e +1 602-942-420)(+1
14	Robert	Buchholz					Unavailable				
15	Robert	Thomas	President	Investments Intl USA	Investments Intl USA		Unavailable	Vp		+1 888-245-130)(+1
16	Diana	Rojas	Marketing and Sales Manager Latin America & USA				Unavailable	Manager	Marketing, Sale	s	
17	Dave	Westlake	Chairman and CEO	iWound USA and iWound Canada	iWound USA and iWoun	d Canada	Unavailable	C suite	C-Suite	+1 226-898-282	28 +1
18	Mauricio	Ordonez	Founder President	QKapital Group	QKapital Group	mordonez@qkapita	Likely to engage	Founder	C-Suite	+1 305-705-008	3(+1
19	Benjamin	Buraga	Senior Quality Speciali	Graham	Graham	benjamin.buraga@	Verified	Senior	Information Tec	+1 403-253-13:	14+1
20	Walid	Ahmed	Director	BDO USA	BDO USA	wahmed@bdo.con	Likely to engage	Director		+1 312-856-910)(+1
21	Brian	Wu	Real Estate Broker	Brilliant USA Real Estate LLC	Brilliant USA Real Estate		Unavailable	Entry Activa	ettings to activa		

Project 4 Calendar Management

Find the attached perfect calendar management prepared for a client which involves seamlessly scheduling appointments, avoiding conflicts, and sending reminders. It integrates personal and professional commitments, provides real-time updates, and offers easy rescheduling options. The system syncs across devices, ensures privacy, and includes color-coded categorization for clarity, enhancing productivity and organization effortlessly.

	SUN	MON	TUE	WED	тни	FRI	SAT	~
MT+01	3	4	5	6	7	8	9	
11 AM		10am, office auditori	ur virtual meeting with 2	7	family break fast 10:30 – 11:30am			
12 PM			11am - 12pm	dept meeting		-		Ø
1 PM		weekly review 12:30 – 1:30pm		12 – 1pm				•
2 PM	-	lunch break	lunch break	lunch break	lunch break	lunch break		-
3 PM	family hangout 3 – 7pm	2 – 3pm	2 – 3pm	2 – 3pm	2 – 3pm club meeting 3 – 4pm	2 – 3pm		9
4 PM		gym 4 – 5pm				•		
5 PM			gym 5 – 6pm	gym 5 – 6pm	avm			+
6 PM					gym 5:30 – 6:30pm			
7 PM								
8 PM				Dinner with Jamil 8 – 9pm				
9 PM							e Windows ings to activate Windows	
10 PM								>



Contact me for all your administrative task

Email- <u>shidakem@gmail.com</u>

6

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"Efficiency Simplified, Productivity Amplified."