

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

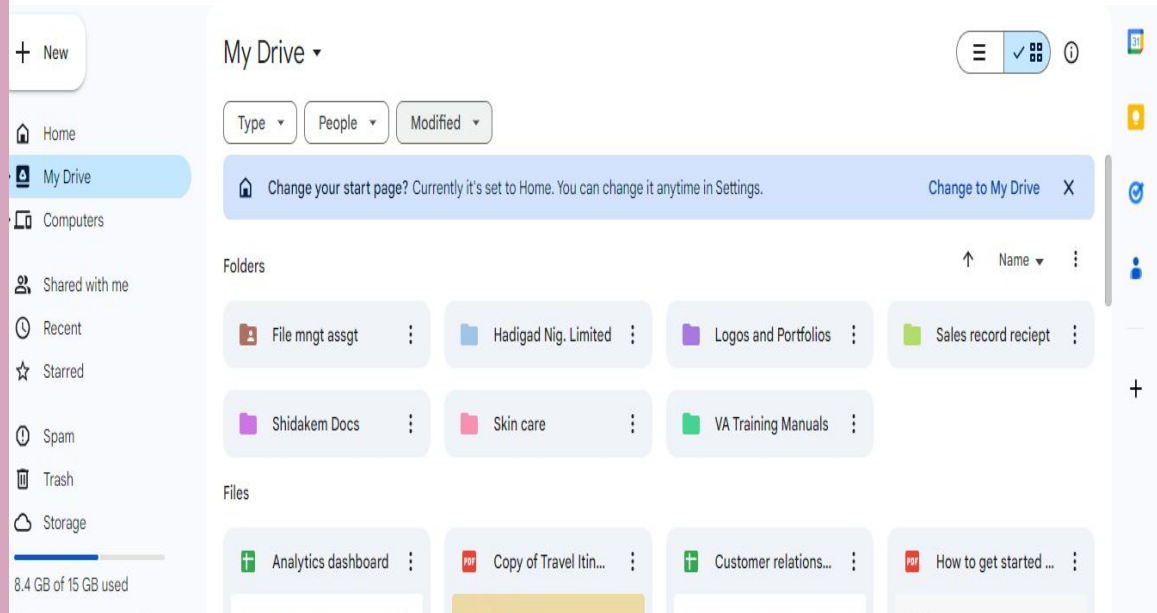
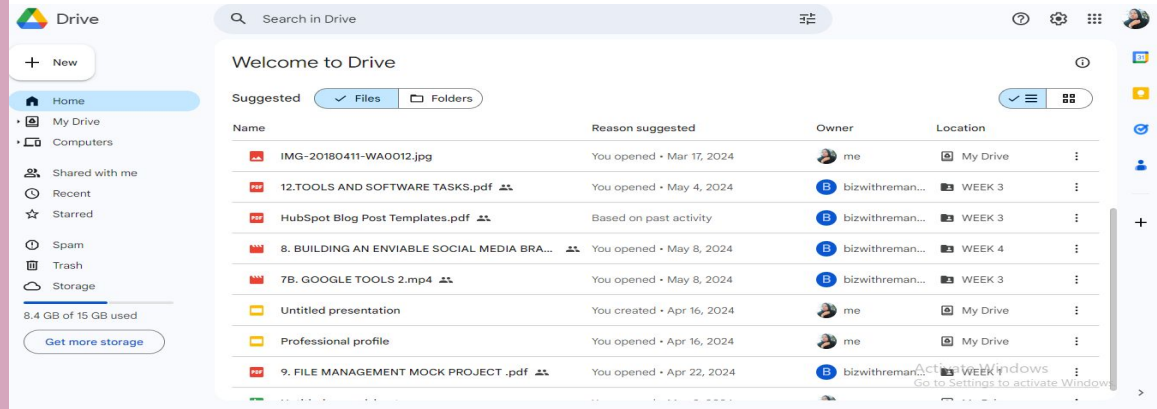
cold calling

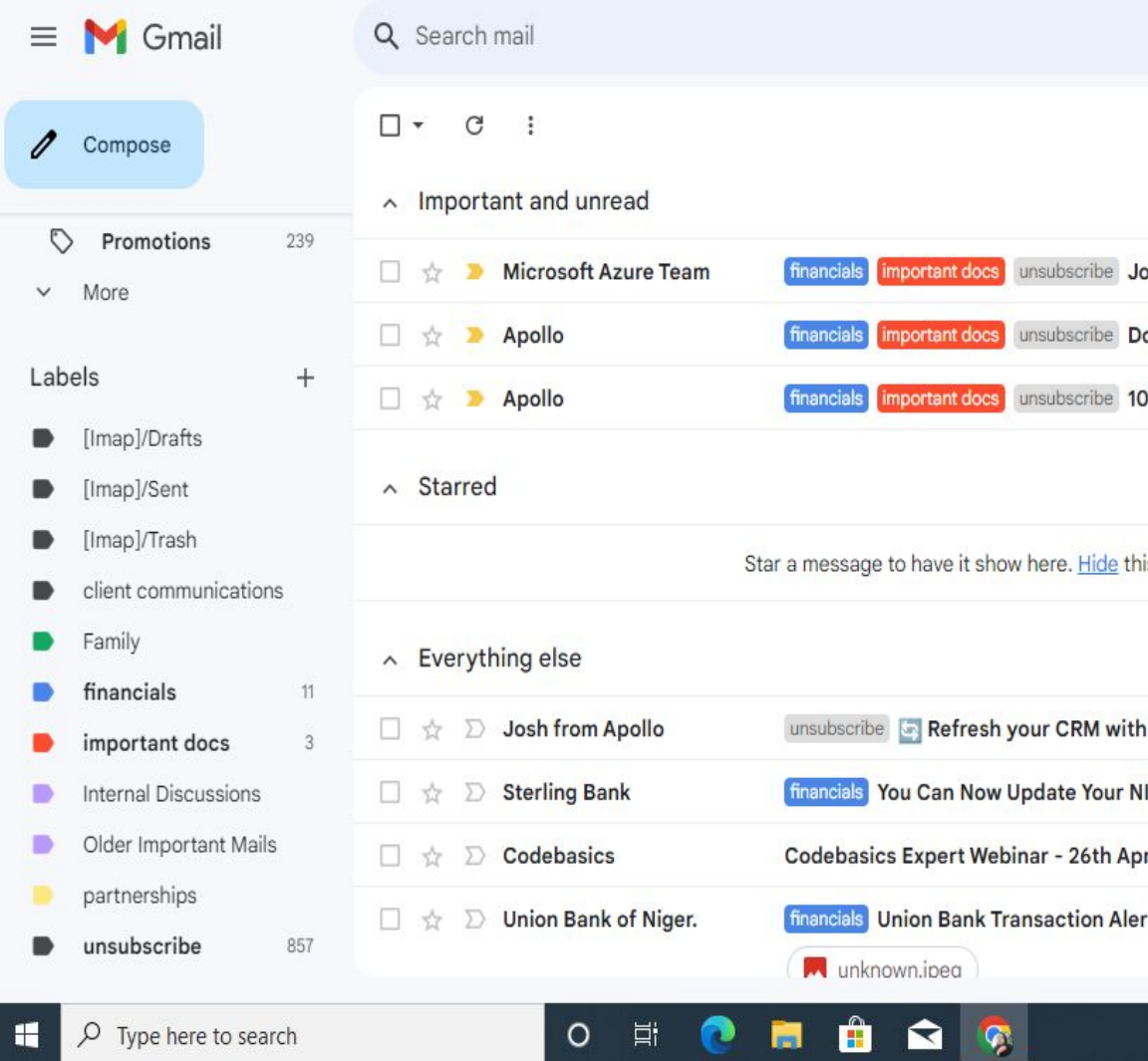
Data entrying

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.





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 implemented folder structures for organizing emails by priority and category. I established rules for filtering and automated responses, optimizing their inbox for improved productivity and communication.

Project 3

Lead Generation.

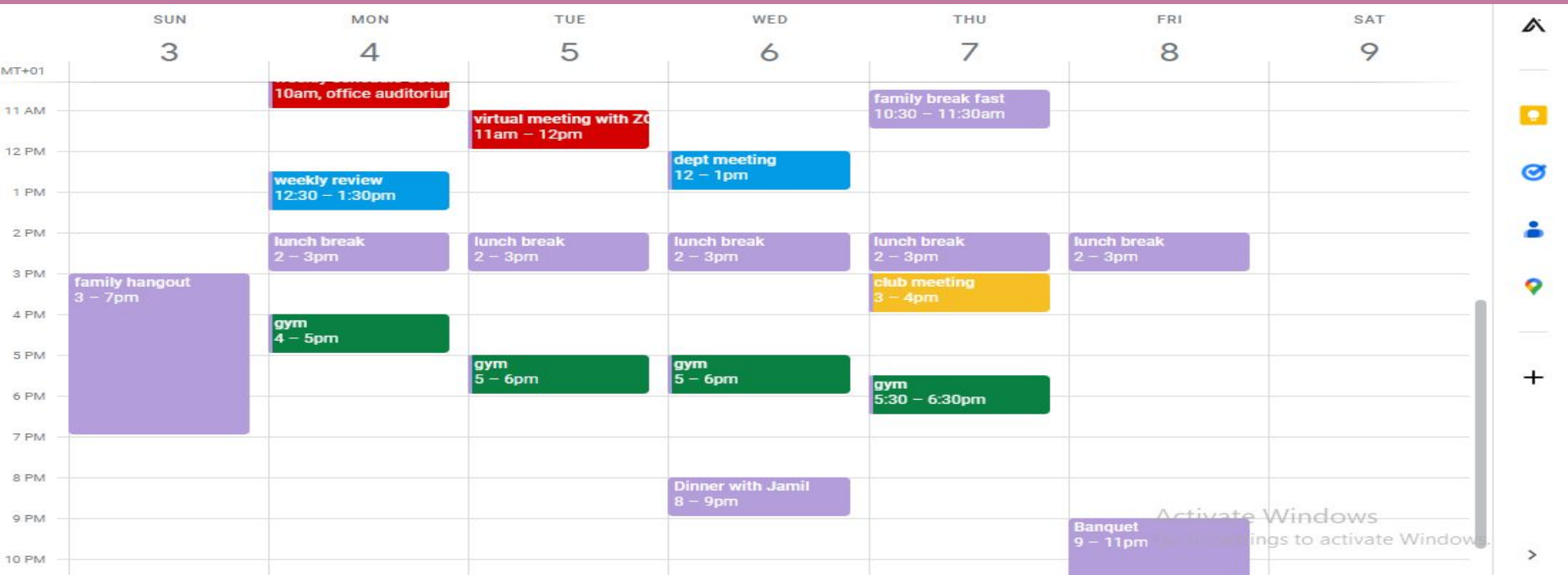
I efficiently generate leads for companies by leveraging targeted digital marketing strategies, such as SEO, PPC, and social media campaigns. Utilize data analytics to identify and engage high-potential prospects. Implement automated email marketing and personalized content. Optimize landing pages for conversion and employ CRM tools to track and nurture leads.

A1	fx Real Estate Agencies In the United States of America										
	A	B	C	D	E	F	G	H	I	J	
1	Real Estate Agencies In the United States of America										
2	First Name	Last Name	Title	Company	Company Name for Email	Email	Email Status	Seniority	Departments	First Phone	Co
3	Barry	Sendach	Domespaces is the lea	outdoor life domes in the USA and around	outdoor life domes in the	bsendach@contain	Likely to engage	Entry	Marketing	+1 561-807-196	+1
4	Oscar	Morales	Real Estate Broker Ass	eXp Realty	eXp Realty		Unavailable	Entry	Operations	+1 360-685-420	+1
5	Richard	Trio	Licensed Real Estate P	Real Broker USA	Real Broker USA	richard.trio@enrg.i	Unverified	Entry	Operations		
6	Camilo	Marquez	Real Estate Agent	Keller Williams Realty, Inc.	Keller Williams Realty		Unavailable	Entry	Operations	+1 512-327-307	+1
7	Nael	Tannira	Founder/air shipment	Haya Express, LLC @ Detroit, MI, USA	Haya Express LLC @ Detroit 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	+1
10	Tetsuo	Yamashita	Managing Director	ORIX Corporation USA	ORIX Corporation USA	tetsuo.yamashita@	Verified	Director		+1 860-249-711	+1
11	Alexis	Guini	Sales Manager Southe	Copa Airlines	Copa Airlines	aguini@copaair.co	Likely to engage	Manager	Sales	+507 304-2677	+5
12	David	Ledezma	Vice President	skinChemists	skinChemists		Unavailable	Vp		+44 20 7278 201	+4
13	Michael	Bitton	Real Estate Sales	West USA Realty	West USA Realty	michael.bitton@joi	Verified	Entry	Operations, Sale	+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, Sales		
17	Dave	Westlake	Chairman and CEO	iWound USA and iWound Canada	iWound USA and iWound Canada		Unavailable	C suite	C-Suite	+1 226-898-282	+1
18	Mauricio	Ordonez	Founder President	QKapital Group	QKapital Group	mordonez@qkapit	Likely to engage	Founder	C-Suite	+1 305-705-008	+1
19	Benjamin	Buraga	Senior Quality Speciali	Graham	Graham	benjamin.buraga@	Verified	Senior	Information Tech	+1 403-253-131	+1
20	Walid	Ahmed	Director	BDO USA	BDO USA	wahmed@bdo.com	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	Operations		

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.





Contact me for all your administrative
task

@

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"Efficiency Simplified, Productivity Amplified."