

# TEMILOLUWA OJO

## Virtual Assistant

---

Lagos, Nigeria  
+234(0)7038693796  
ojotemiloluwa12@gmail.com, [LinkedIn](#)

---

*Virtual Assistant with 1+ year of remote experience supporting administrative operations, email and calendar management, and day-to-day business tasks. Skilled in organizing workflows, managing communication, and maintaining efficient systems in fast-paced remote environments. Proven ability to work independently, meet deadlines, and support smooth business operations.*

### **AREAS OF EXPERTISE**

- Administrative Support
- Email & Calendar Management (Google Calendar, Calendly)
- Data Entry & File Organization
- Communication
- Meeting Coordination & Scheduling (Zoom, Google Meet)
- Task & Time Management (Trello, Asana)
- Online Research

### **PROFESSIONAL EXPERIENCE**

---

#### **CREATON HUB**

Virtual Assistant (Remote)

**Lagos, Nigeria**

*April, 2025 – October, 2025*

- Managed email inboxes and responded to client inquiries, ensuring timely and professional communication.
- Coordinated calendars and scheduled meetings, improving time management and ensuring no missed appointments.
- Organized and maintained digital files for easy access and improved workflow efficiency.
- Conducted online research and presented findings in structured, easy-to-use documents.
- Supported customer communication via email and chat, maintaining a high level of professionalism.
- Independently managed daily administrative tasks while consistently meeting deadlines.

#### **EMOTIONAL CLARITY WITH OSAS**

Virtual Assistant (Remote)

**Lagos, Nigeria**

*July, 2025 – March, 2026*

- Provided remote administrative support to clients by managing emails, responding to inquiries, and organizing digital files.
- Scheduled meetings, managed calendars, and ensured timely follow-ups via calls and messages.
- Created forms to collect important and confidential information from clients.
- Conducted online research and compiled information into clear, organized documents.

- Supported customer communication via email and chat, ensuring polite and professional responses.
- Managed daily tasks independently while meeting deadlines and maintaining confidentiality.

### **The MindVest Community**

Administrative Assistant

**Lagos, Nigeria**

*January, 2026 – Present*

- Provides remote administrative support to community admins, creating forms and organizing digital files.
- Conducts online research and compiles information into clear, organized documents.
- Supports community members via chat, ensuring solutions are being provided to their questions.

### **EDUCATION**

---

**UNIVERSITY OF IBADAN, NIGERIA**

*February, 2021 – March, 2025*

Bachelor of Science in Education ( Mathematics)

### **TOOLS**

---

- Google Workspace (Docs, Calendar, Meet)
- Trello, Asana
- Zoom
- Calendly