

BUKOLA JAYEOLA

Administrative Virtual Assistant | Executive & Office Support

📍 Nigeria (Available for Remote Work Worldwide) | 📞 08140143590 | ✉️ jayeolabukola4@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and proactive Virtual Assistant with a background in Environmental Health Technology and hands-on experience in administrative support, documentation, community outreach, and data coordination. I bring strong organizational skills, a high level of professionalism, and the ability to manage tasks independently in a remote environment. My experience working with NGOs, healthcare institutions, and administrative offices has equipped me with the communication, time management, and record-keeping skills that top clients look for in a Virtual Assistant. I am eager, fast-learning, and fully committed to delivering quality support that saves clients time and keeps operations running smoothly.

SKILLS & TOOLS

Administrative & Technical Skills

- Inbox & Email Management — filtering, prioritising, drafting, and organising emails (Gmail, Outlook)
- Calendar & Appointment Scheduling — managing bookings, avoiding conflicts, sending reminders (Google Calendar, Calendly)
- Travel Planning & Itinerary Coordination — researching flights and accommodation, building detailed travel schedules
- Project & Task Management — tracking deadlines, to-do lists, and team workflows (Trello, Asana)
- Form Creation & Data Collection — building forms, collecting responses, and organising results (Google Forms, Microsoft Forms)
- Data Entry & Spreadsheet Management — accurate input, sorting, and maintaining records (Microsoft Excel, Google Sheets)
- Document Drafting & Formatting — preparing professional letters, reports, and memos (Microsoft Word, Google Docs)
- File Organisation & Cloud Storage — setting up logical folder systems and managing shared drives (Google Drive, OneDrive)
- Online Research — gathering information, comparing options, and putting together clear, usable summaries
- Basic Social Media Support — scheduling posts and coordinating content across platforms

Soft Skills

- Strong written and verbal communication — clear, professional, and easy to understand
- Time management — able to juggle multiple tasks and meet deadlines without being chased
- Attention to detail — picks up on errors others miss; takes accuracy seriously
- Self-motivated — works well independently and knows when to ask questions
- Adaptable — comfortable learning new tools and adjusting to different working styles quickly
- Discreet and trustworthy — understands the importance of confidentiality when handling sensitive information

RELEVANT EXPERIENCE

Administrative Secretary | *Peaklife Gas Company* | 2020

- Managed all office documentation including file organisation, correspondence drafting, and records maintenance
- Coordinated written and verbal communication between departments and external stakeholders
- Prepared formal letters, memos, and reports with accuracy and professional formatting
- Supported smooth administrative operations by proactively managing office workflows

Community Health Coordinator (Volunteer) | *NGO Community Programs* | Ongoing

- Coordinated participant logistics and documentation for large-scale public health outreach events
- Managed distribution records, attendance tracking, and post-campaign reporting
- Communicated health information clearly and professionally to diverse community audiences
- Collaborated with multi-member teams to plan, execute, and evaluate health sensitization campaigns

Environmental Health Intern | *Obafemi Awolowo Teaching Hospital, Ile-Ife* | 2022

- Maintained inspection checklists, sanitation records, and compliance documentation
- Assisted in coordinating waste management procedures and public health reporting
- Collaborated with cross-functional hospital teams in time-sensitive environments

Environmental Health Intern | *Apapa Sea Port, Lagos* | 2022

- Supported regulatory compliance monitoring and drafted environmental inspection reports
- Logged safety monitoring data and ensured all records met institutional standards

TRANSFERABLE STRENGTHS FOR REMOTE WORK

- Self-motivated and disciplined – accustomed to working independently on fieldwork and outreach with minimal supervision
- Strong written communication – produced formal documents, reports, and outreach materials consistently
- Comfortable with structured workflows – experienced following compliance checklists and standard operating procedures
- Adaptable and quick learner – successfully cross-trained across healthcare, port authority, and corporate environments
- Dependable and punctual – built trust with NGOs, hospitals, and corporate employers through reliability

EDUCATION

HND – Environmental Health Technology | *College of Health Sciences and Technology, Ijero-Ekiti* | 2023

ND – Environmental Health Technology | *College of Health Sciences and Technology, Ijero-Ekiti* | 2019

NECO | *Oke Iragbiji Grammar School, Iragbiji* | 2016

LANGUAGES

- English – Fluent (professional written and spoken)
- Yoruba – Fluent

AVAILABILITY & WORK PREFERENCES

- Fully available for remote/virtual work – part-time or full-time
- Flexible across time zones (open to US, UK, European, and Australian client hours)
- Open to long-term contracts, project-based roles, and trial periods