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# Osemeilu Philipa Eseose

Lagos, Nigeria | [+ 2348157843029](tel:+2348157843029) | [eseosephilipa@gmail.com](mailto:eseosephilipa@gmail.com) | [LinkedIn](#)

## PROFESSIONAL SUMMARY

Dedicated Virtual Assistant with over 2 years of experience supporting executives and SMEs remotely. Expert in calendar and inbox management, CRM systems(Hubspot, Salesforce), Task automation (zapier), and project platforms (Asana, Trello). Known for reducing scheduling conflicts by 30% and improving operational efficiency by 25%. Tech-savvy, detail-oriented and committed to delivering high-quality support across time zones.

## CERTIFICATIONS

- Virtual Assistant Mastery Program - Millionaire Squad.
- Customer Service Excellence Certification
- CRM Software Certification (e.g Salesforce)

Access My Portfolio at:

- <https://sites.google.com/view/Osemeiluphilipavaportfolio/home>

## SKILLS

- Administration & Scheduling: Calendar alignment, Travel booking, Email Triage
- Proficient in Microsoft Office, Google Workspace, Hubspot CRM, Asana, Trello and Zapier
- Effective Multichannel Communication: Communicated with Clients and partners via email, Zoom, Google meet, Team, Professional written and verbal English
- Exceptional Time Management & Prioritization: Coordinated multiple tasks and deadlines across clients in different time zones, consistently meeting all deliverables.
- Adaptability & Problem-Solving: Rapid tool onboarding, proactive client-centric support

## WORK EXPERIENCE

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## **Freelance Virtual Assistant - February 2025 - Present**

(Remote)

- Managed Calendars for 3 clients in Europe and Africa, scheduling ~40 meetings/week and reducing conflicts by 30%
- Automated invoicing and follow-up workflows using zapier + Google sheets saving ~5 hours weekly.
- Maintained Hubspot CRM data; enhanced lead follow-up rate by 15%
- Coordinated social media content schedule and tracked engagement via Trello

## **Administrative Assistant - September 2022 - November 2024**

Forbes - Edo state, Nigeria

- Organized executive calendars, travel itineraries and team meetings.
- Digitized documents in Google Drive; reduced file retrieval time by 40%.
- Created social media graphics and posts with canva for company campaigns.
- Processed vendor invoices and prepared weekly expense reports.

## **EDUCATION**

Ambrose Alli University - *Ekpoma, Edo state*. December 2018 - April 2024

Bachelor of Science in Human Nutrition and Dietetics.