

Showemimo Shaaban

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Portfolio: shaabanshowspace.carrrd.co

Professional Summary

Multifaceted and highly organized Virtual Assistant with 2 years of hands-on experience supporting executives, entrepreneurs, and teams remotely. Adept at managing schedules, handling communications, performing data entry, and providing administrative support. Also trained in full-stack development, graphic design, and video editing. Known for reliability, fast learning, and excellent communication skills.

Skills

- Virtual Assistance: Email & Calendar Management, Customer Support, Data Entry & Research, Travel Booking, File Organization
- Tools: Trello, Notion, Slack, ClickUp, Microsoft Office, Google Workspace
- Technical: HTML, CSS, JavaScript, React, Node.js, Express, MongoDB
- Creative: Photoshop, Illustrator, Premiere Pro, Figma, After Effects
- Soft Skills: Time Management, Communication, Adaptability, Team Collaboration

Work Experience

Virtual Assistant – Brighter Path Coaching (Remote)

Jan 2023 – Present

- Managed daily emails, appointment scheduling, and Zoom coordination for a life coach with 20+ clients.
- Created and managed content calendars for social media and newsletters using Canva and Buffer.
- Maintained organized records in Google Sheets and tracked client progress.
- Assisted in onboarding new clients and sending contracts/invoices via Dubsado.

Administrative Virtual Assistant – OmniEdge Creatives (Remote)

Oct 2022 – Dec 2023

- Handled client communication, project timelines, and invoicing.
- Managed files using Google Drive and Notion.
- Performed research and competitive analysis for branding projects.
- Organized virtual team meetings, took minutes, and tracked deliverables.

Graphic Design Instructor – EHIBRAMS Consultancy Limited

Jun 2023 – Nov 2023

- Taught design principles and tools like Photoshop, Illustrator, and Canva.
- Created course content and led hands-on workshops.

Software Development Tutor – Larry Computer Academy

Apr 2024 – Sep 2024

- Taught full-stack development and mentored students through real-world projects.

Front-End Developer & Video Editor – Xpertech Solutions

Apr 2024 – Sep 2024

- Developed user interfaces and edited promotional videos.
- Collaborated with UI/UX teams to enhance visual design.

Education

- Full Stack Software Development Program – Larry Computer Academy (2023 – 2024)
- Diploma in Graphic Design – EHIBRAMS Consultancy Limited (2022 – 2023)

Tools & Platforms

- Slack, Trello, Notion, Zoom, Skype
- Google Workspace, Microsoft Office
- Canva, Buffer, Dubsado, Calendly
- Visual Studio Code, GitHub, Figma