

VERA LUX

Short Stay Manager | Hospitality | Remote Airbnb Co-Host Expert & Virtual
Reservation Assistant

Lagos, Nigeria | Email: veraluxapt@gmail.com | Instagram: @veralux_apr | Phone:
+2349131886943

Professional summary

Resourceful and guest-focused property manager/remote Airbnb co-host with over a year of experience managing six luxury short-term rental units in Lagos and assisting international hosts. Competent in platform management, remote guest relations, vendor coordination, pricing optimization, and property maintenance. Proven success with increasing occupancy, improving guest reviews, and ensuring smooth daily operations for both domestic and international listings.

Professional Experience

Short Stay Manager,

VeraLux Apt – Real Estate Service (BN Number: 8147702),
Lagos, Nigeria | February 2023 – Present

- Managed daily operations of six furnished rental properties across Ikoyi, Victoria Island, Lekki, Ikeja, and Ajao Estate.
- Supervised cleaning and maintenance teams to ensure consistent readiness and top-tier guest satisfaction.
- Handled all guest communications, bookings, check-ins, and issue resolution with a personal touch.
- Maintained 5-star ratings through proactive engagement and meticulous standards.
- Increased occupancy by 20% through optimized pricing and cross-platform listing management.
- Drove 70% of direct bookings via Instagram and WhatsApp campaigns.
- Enforced house rules, caution fee policies, and ID verification for secure and professional stays.

Education

OND, Computer Science,

Yaba College of Technology, Lagos | 2019–2022

HND in Progress,

Yaba College of Technology, Lagos | Expected Completion: 2025s

B.Sc. (Ed), Biology—Distance Learning

University of Lagos (UNILAG) | Started: 2025 | Expected Completion: 2030

Key Skills

- Guest Experience & Conflict Resolution
 - Remote Co-Hosting & Guest Communication
 - Property Maintenance & Inspections
 - Airbnb, Booking.com, VRBO, Nigeria Property Centre
 - Pricing Strategy & Revenue Optimization
 - Excellent English Communication (Neutral Accent)
 - Experience in Customer Service or Hospitality Industry
 - Vacation Rental Platform Proficiency (Airbnb, VRBO)
 - Strong Attention to Detail & Ability to Multitask
 - Proficiency in Microsoft Office, Google Workspace & Property Management Software
 - Booking & Guest Coordination for Multiple Properties
 - Internal & External Team Collaboration
 - Improving Booking Rates & Guest Satisfaction
 - Ability to Work Flexible Hours, Including Evenings & Weekends
 - Vendor & Staff Coordination
 - Social Media Marketing (Instagram, WhatsApp)
 - Policy Enforcement & Compliance
 - Short-Let Market Knowledge

Languages

- English (Fluent)
- Yoruba (Native)
- French (Basic proficiency)

Tools & Tech

Microsoft Office | Google Workspace | Airbnb Host Tools | Instagram Marketing | Canva | Property Listing Platforms

