
Akinde Deborah

Virtual Assistant

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Lagos State , Nigeria

PROFESSIONAL SUMMARY

Highly organized and detail-oriented Virtual Assistant with strong administrative, communication, and organizational skills. Skilled in email management, calendar management, appointment scheduling, data entry, internet research, digital record management, and customer support. Proficient in Microsoft Office and Google Workspace, with knowledge of CRM and AI productivity tools. Able to prioritize tasks, work independently, meet deadlines, and provide professional remote administrative support

CORE SKILLS

Administrative: Virtual Assistance, Administrative Support, Email Management, Calendar Management, Appointment Scheduling, Meeting Coordination, Data Entry, File Management

Communication & Support: Customer Support, Client Communication, Internet Research, Typing, Record Keeping, Time Management, Organization, Attention to Detail

Tools: Google Docs, Google Sheets, Google Workspace, HubSpot, ChatGPT.

EXPERIENCE

Christadel group of schools Lagos state- Kindergarten teacher.

Full time - Onsite

September 2022 - December 2023

Responsibilities:

Planned and delivered age-appropriate lessons aligned with the school curriculum.

Maintained accurate attendance, progress, and behavior records for pupils.

Prepared teaching materials, learning aids, documents, and classroom resources.

Organized educational games, storytelling sessions, songs, and creative activities.

Managed classroom activities and multiple responsibilities while maintaining organization.

Collaborated with teachers and school management to plan educational activities and school events.

Communicated effectively with colleagues and supported the coordination of classroom activities.

Monitored and assessed pupils' academic, social, and behavioral development

Majesty schools *Ogun State- Kindergarten Teacher*

April 2024 – April 2026

Responsibilities:

Planned and organized daily learning activities and classroom schedules.

Maintained accurate attendance, progress, and behavioral records.

Prepared teaching materials, documents, learning resources, and classroom displays.

Managed multiple daily responsibilities while maintaining strong organization and attention to detail.

Communicated professionally with colleagues, parents, and school management.

Coordinated educational activities, games, storytelling sessions, and school events.

Maintained organized classroom records and ensured information was kept accurate and up to date.

Collaborated with colleagues and management to plan and coordinate school activities.

EDUCATION

Tunyo Comprehensive College, Lagos State- SSCE

September 2014 -October 2020

CERTIFICATE

[Virtual Assistant from Express Tech Academy](#)