




MARVELLOUS AKINBOLA

ADMINISTRATIVE VIRTUAL ASSISTANT

CONTACT

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-  marvellous.o.akinbola@gmail.com
-  Lagos, Nigeria

EDUCATION

SECONDARY SCHOOL

Queen's College, Yaba, Lagos.

2017 - 2023

DIPLOMA FULL STACK DEVELOPMENT

National Institute of Information Technology

2024 - 2026

COMPLETION CERTIFICATE

Virtual Assistance ALX Africa

FEB 2025 - APRIL 2025

SKILLS

- Calendar & Email Management
- Data Entry & File Organization
- Google Workspace & Microsoft Office
- Internet Research
- Appointment Scheduling
- Social Media Management (Instagram, Facebook, TikTok)
- Canva for Graphics & Presentations (Average Level)
- Client Communication & Support

SUMMARY

Highly motivated and reliable Virtual Assistant with a strong foundation in administrative support, digital organization, and customer communication. With a background in beauty, branding, and software development, I bring a unique mix of creativity and structure to every task. I specialize in helping small business owners and creative brands stay organized, productive, and visually consistent.

EXPERIENCE

INSTAGRAM MANAGER – VOLUNTEER

OMD HAIRVILLE

APRIL 2025 - JUNE 2025

- Managing daily operations of an online wig shop Instagram account.
- Scheduled content, replied to DMs, organized client inquiries.
- Collaborated on promotions and visuals for the shop

VIRTUAL ASSISTANT (FREELANCER – REMOTE)

Entrance City International

APRIL 2025 - MAY 2025

- Supported small business owners and entrepreneurs with administrative tasks.
- Managed and responded to emails, scheduled meetings, and handled calendar organization.
- Handled file organization via Google Drive and Dropbox.

BEAUTY ARTIST AND ENTHUSIAST

Hair by Riam

DEC 2023 - JAN 2024

- Supported the lead stylist and makeup artist in daily client sessions, learning hands-on in a team-focused environment.
- Assisted with client bookings, communicated appointment details, and followed up with customers professionally.
- Developed strong customer service skills, helping clients feel welcomed, comfortable, and satisfied during beauty sessions.