

Adeniyi Adebowale Aderehinwo
Virtual Assistant | Administrative Support | Digital Solutions

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Career Objectives

Organized and tech-savvy Virtual Assistant with proven expertise in administrative support, research, content creation, and copywriting. Experienced in supporting executives, businesses, and teams with scheduling, communication, online research, and creative content development. Known for strong organizational skills, problem-solving ability, and delivering high-quality outputs that enhance business efficiency.

Core Skills and Competence

- **Administrative Support:** Scheduling, email/calendar management, record keeping, documentation.
- **Research & Analysis:** Market research, online data gathering, reporting, and presentations.
- **Content Creation & Copywriting:** Blog posts, articles, ad copy, product descriptions, social media content.
- **AI & Automation:** Workflow automation, text/image generation, productivity optimization tools.
- **Digital Communication:** Social media management, SEO, PPC campaigns, performance reporting.
- **Web & CMS Platforms:** WordPress, Shopify – setup, updates, content management.
- **Software Proficiency:** MS Office Suite, Google Workspace, Trello, Slack, Zoom.
- **Graphic & Content Tools:** Canva, Photoshop, Illustrator, CorelDraw.
- **Client Relations:** Strong communication, adaptability, and problem resolution

Certification & Professional Development

- Virtual Assistant Program – ALX Africa (2025).
 - AI Starter Kit – ALX Africa (2024).
 - Full-Stack Software Development – ALX Africa (2023).
 - ReactJS Mastery – Andela React Learning Programme (2023).
 - Node.js Development – Progate (2022).
 - PMP (Project Management Professional) – Environext Dev. Service (2021).
 - Google Fundamentals of Digital Marketing – Google Digital Skills for Africa (2020).
 - HSE Levels 1–3 – Deeprimex Consulting (2019).
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Professional Experience

Virtual Assistant Intern | ALX Africa (2025)

- Completed a 2-month intensive program covering administrative tasks, digital communication, and productivity tools.
- Applied AI tools to automate tasks, create content, and streamline workflows.
- Practiced real-world client scenarios including email management, online research, and content preparation

AI Automation Intern | ALX Africa (2024)

- Completed a 4-week training on AI for workplace efficiency.
- Applied AI-powered text/image generation in content creation and client support.
- Developed skills for integrating automation into daily workflows for efficiency.

Consultant | Tuplea ICT Concepts – Ibadan, Nigeria (2023 – Present)

- Supported clients with website management, research, and content creation.
- Managed client communications and delivered optimized digital content for visibility.
- Produced marketing copy, blog posts, and training materials.

Web Developer / Team Lead | New Age Solutions Technologies (2022 – 2023)

- Coordinated content and development teams to meet deadlines.
- Designed website content and optimized copy for SEO and marketing.

- Conducted research for client projects and provided detailed reports.

Digital Marketer | ForeMedia Company – Lagos, Nigeria (2021)

- Researched keywords for SEO/SEM and created compelling ad copy.
- Managed social media pages and wrote content to increase engagement.
- Prepared comprehensive reports and presentations for management.

Website Manager / Digital Marketer | Farmergiant Nigeria Ltd – Ibadan, Nigeria (2018 – 2019)

- Developed and optimized content for websites, blogs, and e-commerce platforms.
- Wrote product descriptions, newsletters, and marketing copy to boost sales by 50%.
- Conducted research on marketing trends and customer preferences.

Instructor / Facilitator | BL-Paulsen Resources ICT Hub – Ibadan (2015 – 2016)

- Assisted in preparing learning materials, content, and digital resources.
- Supported administrative tasks and ensured smooth communication flow.
- Delivered introductory training on ICT tools and online communication.

Education

- **B.Sc. Agricultural and Environmental Engineering** – University of Ibadan, Nigeria (2020).
- **ND Agricultural Engineering** – Federal College of Agriculture, Ibadan, Nigeria (2014).

Interest and Affiliation

- Languages: English (Advanced); Yoruba (Native), Hausa (Moderate)
- Interests: Volunteering, Football, Music, Travelling.

References

Available on request