

TOSIN SOLOMON

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SUMMARY

- Proactive and detail-oriented Executive/Virtual Assistant with 5+ years of experience supporting executives, managing operations, and coordinating digital workflows.
- Skilled in calendar management, email handling, research, job application management, customer support, and process optimization.
- Adept at using tools like Google Workspace, Microsoft Office, ChatGPT, and CRM/ATS systems to streamline tasks and drive efficiency.
- Known for strong communication, exceptional organization, emotional intelligence, and the ability to work independently while maintaining confidentiality and accuracy.

CORE SKILLS

- **Executive Support:** Calendar management, email management, scheduling, document preparation
- **Customer Support:** Chat/email support, issue resolution, communication management
- **Tools:** Google Workspace, MS Word/Excel/PowerPoint, Notion, Asana, Trello, Slack, Zoom
- **AI Tools:** ChatGPT for writing, research, candidate screening, communication
- **Operations:** Reporting, data entry, documentation, research
- **Soft Skills:** Detail-oriented, emotionally intelligent, fast learner, problem solver, proactive

WORK EXPERIENCE

Job Service Virtual Assistant

2025

Applyish USA — Remote

- Tailor job applications for clients using company software, improving match accuracy.
- Track and log applications in line with company policy, ensuring 100% accuracy and compliance.
- Prepare weekly spreadsheet reports to show client application progress and next steps.
- Provide professional customer support to job seekers and employers, resolving requests through email and chat.
- Manage client emails, ensuring timely responses and clear documentation.

Digital Community Manager**2024 - 2025****LFF Sorting Out – Remote**

- Manage executive schedules, internal communications, and community-related correspondence across multiple departments.
- Coordinate high-profile online events and meetings with structured agendas, minutes, and timely follow-ups.
- Utilize Excel and Google Sheets to track engagement metrics, generate performance reports, and inform leadership decisions.
- Draft and edit executive-level communications, newsletters, and reports for review and approval.
- Support leadership with documentation, workflow planning, and sensitive information management.

Executive Assistant**2022 - 2024****Expert Hive Freelance Services – Remote**

- Provided full executive support to multiple clients, handling calendar management, document creation, and travel coordination.
- Drafted, proofread, and formatted business documents, reports, and spreadsheets using Microsoft Word and Excel.
- Scheduled meetings, managed correspondence, and coordinated follow-ups through Zoom and Google Meet.
- Maintained client confidentiality and ensured all deliverables were met efficiently and accurately.
- Recognized for exceptional professionalism, organization, and ability to work with minimal supervision.

Corporate Venture Capitalist & Business Analyst Remote Extern**2024****HP Tech Ventures**

- Conducted market research and analyzed startup metrics using Excel and SQL.
- Cleaned and processed data using OpenRefine.
- Created dashboards using Power BI/Tableau and presented findings.
- Supported investment recommendations with industry insights.

Community Manager & Brand Ambassador**2020 - 2023****Side Hustle Nigeria Limited – Remote**

- Managed online community communications for over 200 participants across WhatsApp and email platforms.
- Coordinated virtual events, prepared reports, and maintained efficient communication between departments.
- Created structured workflows using Excel and Google Sheets to monitor engagement and performance metrics.

EDUCATION

University of Lagos – Lagos, Nigeria **2025**
Bachelor of Science, Microbiology

Africa Leadership Academy(ALX) – Lagos, Nigeria **2024**
Virtual Assistant

- Learned tools like Google Workspace, Asana, and AI-powered assistants to support executives and manage workflows.
- Learned CRM tools, calendar and email management, client communication, and data entry.

AI Career Essentials

- Developed a deep understanding of AI buzzwords, trends, and concepts.
- Used AI tools to ideate, strategize, and execute key entrepreneurial tasks, fostering innovation and driving business success.

VOLUNTEER ACTIVITIES

Chaperone, Girls and Women Technological Empowerment Organization (GWTEO) **2021 - Present**

- Assisted as a Chaperone in empowering girls towards a love for STEM and solving real-world energy, food security, and climate problems while bridging the gap in the science and technology industry.
- Facilitated the development of 20 students through group challenges, nurturing a unified and encouraging atmosphere

Learning and Development Team, GCED **2022 - 2023**

- Review the training manual for Youth Advocacy.
- Handled email correspondence, organized inboxes, and set filters, ensuring important communications were not missed.
- Reviewed and optimized email management systems, improving organizational efficiency.

Volunteer, Junior Achievers of Nigeria **2022**

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook) | Google Workspace (Docs, Sheets, Drive, Calendar) | Zoom | Slack | Asana | Canva | ChatGPT