

FEYISETAN BIDE MI SALAU

Virtual Administrative Assistant & Web Developer

9 Orito Street, Alagbede, Ilorin, 240101, Nigeria | +234 703 938 4505 | info@storyempire.com;
feyisetansalau@gmail.com | <https://www.linkedin.com/in/storyempire/>

PROFESSIONAL SUMMARY

Dedicated Virtual Administrative Assistant & web developer with over 10 years of experience providing comprehensive administrative support, website development, and content management. Proficient in leveraging platforms such as WordPress, Elementor, Contentful, and Shopify to design and manage responsive, user-friendly websites. Skilled in crafting SEO-optimized content and copywriting to enhance online visibility and audience engagement. Experienced in calendar management, email handling, speech annotation, and video editing, delivering high-quality, tailored solutions to drive business success. Adept at utilizing collaborative tools like Asana and Slack to streamline project coordination and ensure operational excellence. Highly proficient in Python, leveraging its power to streamline data processing, automate tasks, develop dynamic solutions, and enhance efficiency and innovation.

EDUCATION

University of Ilorin, Kwara, Nigeria
Bachelor of Engineering (*Electrical & Electronics*).

EXPERIENCE

Freelance Virtual Administrative Assistant | Guru — PeoplePerHour — Fiverr — UpWork | *Online Marketplaces*
December 2014 — Present

- Offered freelance virtual administrative assistance services such as calendar management, data entry, video editing, web scraping, speech annotation, email handling, website development & management, web content management, copywriting and more.
- Completed 170+ projects with 65+ clients/employers.

Virtual Administrative Assistant | Skilling Limited | *Nicosia, Cyprus*
November 2022 — October 2024

- Managed web content with Contentful (headless) CMS, ensuring the accurate upload, editing and publication of content across various platforms.
- Coordinated content updates, managed multimedia resources, and maintained consistency across digital assets.
- Increased the number of trading articles published monthly from the regular 45 to 60 articles to 80 to 100 articles.

Web Developer & Virtual Administrative Assistant | OnYourMark, LLC | *Wisconsin, USA*
April 2022 — April 2023

- Developed and maintained in-house websites using WordPress and industry-standard tools, aligning with client objectives.

- Performed SEO optimization, thus improving website visibility and user engagement metrics.
- Redesigned 3 websites and routinely updated the content on 20+ other websites.

Virtual Personal Assistant | DG&M Property Investments Limited | *London, UK*

May 2021 — February 2023

- Managed executive calendars, appointments, client communications, setting up virtual meetings, etc.
- Provided administrative support, including email management and preparation of property brochures.
- Created 20+ videos featuring property summaries and sold 1 property with my employer.

Virtual Administrative Assistant | Prosector.AI | *Istanbul, Türkiye*

November 2021 — October 2022

- Performed speech annotation, audio/video content transcription and segmentation with high accuracy.
- Completed transcription and named entity recognition (NER) for 70+ videos.

SKILLS

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| — Calendar management | — Email handling & excellent communication |
| — General office administration tasks | — Customer relationship management (CRM) |
| — HTML, CSS, JavaScript & Python | — Internet/online research |
| — Website development & management | — Microsoft Office |
| — Content management system (CMS) | — Speech annotation |
| — Contentful, Shopify, WordPress, Elementor | — Problem solving |
| — Data entry, data collection & web scraping | — Copywriting & video editing |
| — Project management tools (Asana, ClickUp, Notion, Slack, WORKetc, Trello, etc.) | |

LANGUAGES

English (*full professional proficiency*); **Yoruba** (*full professional proficiency*).

INTERESTS

- Continuous learning & skill development.
- Surfing the internet.
- Problem-solving & innovative solutions.
- Playing and watching video games and football.