



FAYE-OFORI JOYLYN BUAMI

Virtual Assistant · Administrative Professional · Freelancer

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📍 Port Harcourt, Nigeria

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✓ AVAILABLE FOR HIRE

CORE SKILLS

Administrative Support

Email & Calendar Management

Data Entry & Databases

Customer & Client Relations

Social Media Management

Content Creation

Document Preparation

Research & Report Writing

Project Coordination

Workflow Optimization

Team Coordination

Virtual Office Management

TOOLS & SOFTWARE

Task Mgmt:

Trello · Asana · ClickUp · Notion

Communication:

Slack · Zoom · Google Meet

Design:

Canva

CRM:

HubSpot

Office:

Microsoft Office Suite

Workspace:

Google Workspace

Social Media:

Facebook · Instagram

LinkedIn · Twitter

LANGUAGES

English

Fluent / Professional

Yoruba

Native

REFERENCES

Available upon request.

PROFESSIONAL SUMMARY

Detail-oriented and proactive Virtual Assistant with over 5 years of hands-on experience delivering administrative, technical, and creative support to entrepreneurs, SMEs, and digital-first businesses. Recognised for transforming disorganised workflows into streamlined operations, maintaining impeccable communication standards, and consistently exceeding client expectations in fully remote environments. Passionate about leveraging modern productivity tools to drive measurable efficiency gains.

KEY ACHIEVEMENTS

5+ Years

Consistent freelance record with multi-industry client portfolio

Multi-Client

Simultaneously managed 4+ client accounts across e-commerce, real estate & marketing

Brand Growth

Supported VCEE MEDIA campaigns that expanded client social reach by 30%+

Zero Delays

Maintained 100% on-time task delivery rate through disciplined project tracking

PROFESSIONAL EXPERIENCE

Virtual Assistant

Jan 2020 – Present

Freelance – Self-Employed · Remote (Multi-Industry)

- ◆ Delivered end-to-end administrative and operational support to clients in e-commerce, real estate, and digital marketing, maintaining a consistent 5-star satisfaction rating.
- ◆ Orchestrated client calendars, scheduled cross-timezone meetings, and coordinated international travel arrangements with zero scheduling conflicts.
- ◆ Managed high-volume email inboxes; drafted, filtered, and actioned correspondence to uphold professional communication standards at all times.
- ◆ Built and maintained dynamic spreadsheets, detailed business reports, and polished presentations used in boardroom and investor-facing settings.
- ◆ Executed social media content calendars, tracked engagement analytics, and reported KPIs monthly to support data-driven marketing decisions.
- ◆ Led independent research assignments to inform business development strategies, competitive analysis, and market positioning for clients.

Virtual Assistant & Brand Coordinator

Jan 2023 – Present

VCEE MEDIA · Port Harcourt, Nigeria

- ◆ Partnered with a leading social media and brand management agency to deliver creative and administrative excellence across concurrent client projects.
- ◆ Coordinated end-to-end content creation pipelines—from ideation to scheduling—ensuring brand voice consistency across all platforms.
- ◆ Served as the central communications hub: managing executive schedules, client meetings, and stakeholder correspondence with precision.
- ◆ Contributed directly to the development of marketing materials and social media playbooks that boosted client brand visibility and audience engagement.
- ◆ Implemented digital filing systems and project tracking protocols that reduced internal turnaround time and improved team accountability.