



DARA ADAH

VIRTUAL ASSOCIATE



I am an admin guru with 10 years of experience providing excellent support to growing businesses. My experience is spread across construction, logistics, retail, and management consulting. My core areas are Administration, Business Operations, and Project Management.

SPECIALIZATIONS

- Providing Executive-Level Administrative Support
- Creating Standard Operating Procedures
- Client Relationship Management
- Workflow Optimization

WORK EXPERIENCE

Administrative Support

March 2022 - Present

- Manage three (3) email inboxes with over fifty (50) inquiries per day and schedule appointments for two team members
- Create a wide range of documents including reports, presentations, and surveys using advanced skills in Microsoft Office and Google Workspace
- Manage workflow and client communication using Monday.com and ClickUp
- Create and schedule newsletters, podcast publications and social media posts

Operations Management and Business Development

2019 - 2022

- Derived the team's KPIs from business objectives and profit projections achieved per quarter
- Supervised a team of forty (40) employees and four (4) departments
- Recruited, trained, and onboarded new employees
- Generated invoices, and processed accurate payroll
- Planned and organized the daily operations and strategize for greater efficiency

EDUCATION BACKGROUND

University of Calabar

English Language [Master of Arts]

Ekiti State University

English and Literary Studies [Bachelor of Arts]

CERTIFICATIONS

- Project Management Foundations
- Communication in the 21st-Century Workplace
- Visionary Business Leadership

SOFTWARE SKILLS

- Google Workspace
- Microsoft Office
- Monday.com
- Dubsado
- ClickUp
- Canva