

FEYISETAN BIDE MI SALAU

Address: 09 Otito Street, Alagbede, Ilorin, Kwara State, Nigeria

Mobile number: +2347039384505

Email addresses: project@story-empire.com | info@story-empire.com | feyisetansalau@gmail.com

LinkedIn: <https://www.linkedin.com/in/storyempire/>

PROFESSIONAL SUMMARY

A virtual administrative assistant with keen eyes for spotting errors and 9+ years of experience in administrative support, content management, and website development. Skilled in managing calendars, project management, and handling a variety of digital tasks such as research, writing, transcription, customer service, email handling, video editing and more. Adept at delivering high-quality results in remote work environments with minimal supervision.

CORE COMPETENCIES

- Administrative assistance & calendar management
- Content Management System (CMS)
- Website admin, development and management
- Problem solving
- Data entry, data collection and web scraping
- Internet research, writing and editing
- Customer service
- Microsoft Office
- Audio/video to text transcription, text segmentation and annotation
- Email handling and client communication
- Project management/coordination
- Collaborative project management
- Video editing
- Time management & multitasking

PROFESSIONAL EXPERIENCE

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.
- With the help of Asana, a collaborative project management tool, I collaborated with cross-functional teams to improve website content and performance.

VIRTUAL ADMINISTRATIVE ASSISTANT

OnYourMark, LLC — Wisconsin, USA

April 2022 – April 2023

- Developed and maintained in-house websites with WordPress CMS and other industry-standard tools.

- Created and managed in-house website content, ensuring alignment with client goals and strategies.
- Conducted SEO optimization to improve website visibility and user engagement.

VIRTUAL ADMINISTRATIVE ASSISTANT

DG&M Property Investments Ltd. — London, UK

May 2021 – February 2023

- Managed calendars, appointments, and client communication for the executive team.
- Provided comprehensive administrative support, including email management and property brochure preparation.
- Assisted in coordinating virtual meetings, events, and property management tasks.
- Created videos and edited them for property brochures.

VIRTUAL ADMINISTRATIVE ASSISTANT

Proessor.AI — Istanbul, Turkey

November 2021 – October 2022

- Transcribed audio/video to text.
- Handled audio/video segmentation and annotation.

OTHER EXPERIENCES

FREELANCE VIRTUAL ADMINISTRATIVE ASSISTANT

Fiverr | Guru | PeoplePerHour | Truelancer — Online marketplaces

December 2014 – Present

- Provided freelance virtual assistance services such as data entry, video editing, web scraping, transcription, email handling, website management, web content management, article writing and more.
- Managed website content and performed routine updates for clients on various freelance platforms.
- Delivered high-quality administrative support and consistently met client deadlines.

TEACHER (NATIONAL YOUTH SERVICE CORPS)

Irepodun Community Grammar School — Osun State, Nigeria

July 2012 – July 2013

- Taught secondary (high school) students mathematics, further mathematics, and introductory.
- Developed lesson plans and guided students in achieving academic success.

EDUCATION

2012

UNIVERSITY OF ILORIN

Bachelor of Engineering in Electrical & Electronics Engineering | Ilorin, Kwara State, Nigeria

2006

FEDERAL POLYTECHNIC

Ordinary National Diploma (OND) in Computer Engineering | Offa, Kwara State, Nigeria

2004

UNION BAPTIST GRAMMAR SCHOOL

National Examinations Council (NECO) | Gaa-Akanbi, Ilorin, Kwara State, Nigeria

1998

ST. CHARLES NURSERY AND PRIMARY SCHOOL

Primary School Leaving Certificate | Offa-Garage, Ilorin, Kwara State, Nigeria

LANGUAGES

- **ENGLISH** (Full Professional Proficiency)
- **YORUBA** (Full Professional Proficiency)

INTERESTS

- Continuous learning & skill development
- Problem-solving & innovative solutions
- Detail-oriented & quality assurance
- Technology & digital trends