

VIRTUAL ASSISTANT · EXECUTIVE ASSISTANT · APPOINTMENT SETTER

The precision of *quality control*, now applied to your clients & calendar.

I help founders and executives stay organized, responsive, and audit-ready by bringing six years of quality-control discipline to inbox management, scheduling, and client communication.

[Email Me](#)[Message on WhatsApp](#)

ABOUT

Trained to catch what others miss.

For six years, my job was to make sure nothing slipped through when auditing quality systems on a manufacturing floor at **British American Tobacco**, where a missed detail carried real consequences.

I have since brought that same discipline to remote executive support: managing calendars, inboxes, and client communication for teams who need things handled right the first time. I treat your operations the way I once treated a quality system; with precision, follow-through, and zero tolerance for things quietly

falling apart.

REMOTE SUPPORT EXPERIENCE

4+ Years

QUALITY-CONTROL BACKGROUND

6 Years, BAT

BASED IN

Lagos, Nigeria

AVAILABILITY

Remote, Any Timezone

CORE COMPETENCIES

Every skill, field-tested, not just listed.

Eight areas I have actually put to work, not a generic list of buzzwords.

✓ VERIFIED

Executive & Calendar Support

Scheduling, meeting prep, and cross-time-zone coordination that keeps a packed calendar running without conflicts.

✓ VERIFIED

Inbox & Client Communication

Responsive, professional communication that keeps clients feeling prioritized, not processed.

✓ VERIFIED

Appointment Setting & Follow-Up

Turning warm leads into booked calls, with the discipline to never let a follow-up go quiet.

✓ VERIFIED

CRM & Lead Tracking

Keeping every contact, stage, and next step organized and visible; nothing tracked from memory alone.

✓ VERIFIED

Confidentiality & Discretion

Trusted with sensitive executive and financial information, trained to handle it with strict discretion.

✓ VERIFIED

Quality-Control Precision

Six years spent catching errors before they became costly, now applied to spotting gaps in your operations before they cost you a client.

✓ VERIFIED

Lead Generation & Data Entry

Building targeted prospect lists and keeping every record accurate from CRM entries to reporting spreadsheets.

✓ VERIFIED

Project Coordination

Keeping multi-step projects and cross-functional tasks on track, from kickoff to completion, without missed deadlines.

EXPERIENCE

Where this precision was built.

2025

Personal Assistant to the Chief Risk Officer

Ecobank Nigeria

Coordinated cross-departmental tasks, managed sensitive executive documentation, and supported reports and presentations under real deadline pressure.

2021 – 2024

Remote Personal Assistant

ProVeg International

Managed executive calendars, inboxes, and stakeholder communication across multiple time zones; coordinated virtual meetings and remote workflows.

2018 – 2021

Associate Business Consultant & Personal Assistant

Hillbridge Consulting Firm

Practical work that shows how I think.

Training projects demonstrating organization, communication, networking, and business systems thinking.

95%

Inbox Management System

Audited and redesigned a high-volume Gmail inbox into a structured communication system designed to improve visibility, response time and follow-up.

- Audited and categorized email volume to improve visibility and prioritization.
 - Created a practical label structure for urgent items, follow-ups, clients and projects.
 - Configured filters and routines to support faster triage and ongoing inbox maintenance.
 - Built a repeatable approach to inbox organization, prioritization and follow-up.
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99%

Connections & Groups

Built and organized relevant professional connections and group engagement.

- Focused on identifying relevant people and communities.
- Organized connections around professional goals and opportunities.
- Supported consistent engagement and relationship follow-up.

Business systems, mapped clearly.

Projects focused on acquisition, conversion and practical operational support.

92%

Hybrid Operator Business Systems

Evaluated how Operational, Acquisition and Conversion systems connect to business growth and identified where a Hybrid Operator can create value.

- Assessed three Instagram businesses across acquisition, conversion and operations.
 - Identified conversion gaps and proposed practical improvements to customer journeys.
 - Applied the revenue-partner mindset to business support rather than task completion alone.
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89%

Sales Ecosystem Analysis

Mapped the customer journey from attraction through nurturing, conversion and retention, with a focus on communication and follow-up.

- Analyzed funnel stages and lead intent, including awareness and middle-of-funnel prospects.
- Practiced objection handling using empathy, curiosity and reframing.
- Mapped CRM, follow-up and communication responsibilities within a sales ecosystem.

TOOLS I WORK IN

Fluent across the everyday stack.

WORKSPACE & DOCS

Google Workspace

Microsoft Office

Google Drive

COMMUNICATION

Zoom

Microsoft Teams

WhatsApp Business

TASK & WORKFLOW

Trello

Asana

SCHEDULING

Calendly

Acuity Scheduling

CRM & CLIENT MANAGEMENT

HubSpot

Zoho CRM

ADMIN, EXPENSE & CONTENT

Notion

Slack

Expensify

Canva

SOFT SKILLS

Attention to Detail

Time Management

Organizational Skills

Client Relationship Management

Problem Solving

CERTIFICATIONS & EDUCATION

Continuously trained, on both sides of the work.

ALX Virtual Assistant Training	2024
Product Management (Petra)	2026
ISO 17025:2017 Implementer & Internal Auditor	2022
ISO Management Systems	2022
Project Management Training	2018
B.Sc. Food Science & Technology — Bowen University	2017

- ✓ Trusted with confidential executive and financial information
- ✓ Focused on giving you back time, not just clearing tasks

LET'S WORK TOGETHER

Ready for a support hire who treats your business like their own.

If you need someone who catches what slips through before it
costs you a client, let's talk.

Email Me

Message on WhatsApp

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