

# DORCAS AYOMIDE FUNMILUYI

---

Jos, Plateau State, Nigeria | +234 7063406776 | funmidorcas@zohomail.com  
| [LinkedIn profile](#) |

---

## CAREER OBJECTIVE

Highly organized and detail oriented Virtual Assistant with a passion for helping business and individuals streamline their operations. As a result-driven virtual assistant, I specialize in boosting productivity and operational efficiency for my clients. I leverage a diverse skillset to provide tailored support, including administrative management, project coordination, and digital organization. My commitment is to deliver high-quality work promptly, enabling me to optimize my workflow, meet deadlines, in other to achieve the goal of the organization whom I represent.

## CORE SKILLS

- Communication
- Organization & Time Management
- Administrative support
- Project coordination & collaboration
- Critical Thinking & Problem Solving
- Data Documentation

## CORE TOOLS

- Google Workspace & Microsoft Office Suite
- Project & Task Management Tools (Trello, Asana, Calendly)
- CRM Systems (Zoho CRM)
- Design & Content Tools (Canva)
- AI & Automation Tools

## WORK EXPERIENCE

---

### Virtual Assistance Intern | Mouse Technologies | February 2026

- Designed professional documents and official letters using Canva.
- Created structured and visually appealing communication materials
- Organized and formatted documents for clarity and professionalism.
- Supported administrative tasks and ensured timely delivery.
- Utilized project management software and scheduling tools to effectively oversee multiple tasks simultaneously
- Protected confidentiality of all communications and document, adhering to 100% compliance with company policies.

### Virtual Assistant Trainee | Techcrush Bootcamp | December 2025 – March 2026

- Managed schedules and appointments using Google Calendar

- Organized and maintained email inboxes efficiently.
- Created travel plans and itineraries using Google Sheets.
- Conducted online research and compiled structured reports.
- Performed accurate data entry and record keeping
- Managed tasks and workflows using Trello
- Used zoho CRM to track and manage customer information.
- Organized and shared files using Google Drive

## **EDUCATION**

---

### ***University of Ibadan, Ibadan.***

- Bachelor of Education (B.Ed.), Economics / February 2024

### ***Funmilayo Ige Baderinwa School, Obaagun, Osun State.***

- West African Senior School Certificate (WAEC) | June 2018.

## **CERTIFICATIONS**

---

- Virtual Assistant Certificate, (TechCrush Bootcamp), 2026
- National Youth Service Corps (NYSC), in view.
- Teacher Registration Council of Nigeria (TRCN), 2024
- Bachelor of Education (Economics), February 2024.
- The Creative Writing Masters, 2022.

## **REFERENCE**

---

Available on request.