

Adeyi Ayomide Ephrathah

Virtual Personal Assistant · Operations & Community Support

Nigeria · Remote · European Hours

adeyiephrathah@gmail.com

+234 703 487 1669

www.ayoadeyi.xyz

SUMMARY

Virtual assistant working with founders and small teams across European hours. Runs inbox, calendar, travel, and daily operations for content brands, marketplaces, and Web3 communities.

Built the content system for a launching skincare brand, handled daily correspondence for 150+ buyers at a student marketplace, and grew a volunteer community 7× in 90 days.

A nursing background trains attention to detail and communication skills under pressure.

EXPERIENCE

Content & Operations Support

KDEssence

2026 - Present

- Built the content calendar for the Gourmand Collection launch with 500+ views in the first week on a brand-new account.
- Own daily content creation and publishing, holding a consistent brand voice across Instagram, WhatsApp, and the web.
- Set up the posting rhythm and reply templates; the founder now runs them without me touching them.

Operations · Client Correspondence

Paladin's Hub

2026 - Present

- Kept daily operations moving without founder micromanagement.
- Handled daily communication with 150+ buyers within two weeks of launch — customers, vendors, and students all knew where their order stood.
- Coordinated order flow across three parties with a live status tracker and running operational notes.

Community Manager · Web3

Phoenix (as Kardeeah)

2025 - 2026

- Grew the community from 7 to 50 active members in 90 days; ran a 500+ follower campus X account alongside it.
- Held three roles simultaneously: Watcher, Keeper, and Social Media Manager through volatile launch periods.
- Wrote moderation standards other mods on the team adopted.

SKILLS & TOOLS: Inbox & calendar management · Travel coordination
Client correspondence · Community management