

Ephrathah Adeyi Ayomide

Virtual Personal Assistant · Operations & Community Support

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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 7x in 90 days. Nursing background trains attention to detail and communication under pressure.

EXPERIENCE

Content & Operations Support

2024 — Present

KD Essence

- Built the content calendar for the Gourmand Collection launch — 100+ views in the first month on a brand-new account.
- Own daily content creation and publishing, holding a consistent brand voice across Instagram, WhatsApp, and web.
- Set up posting rhythm and reply templates the founder now runs without me touching them.

Operations · Client Correspondence

2024

Paladin's Hub

- 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.
- Kept daily operations moving without founder micromanagement.

Community Manager · Web3

2023 — 2024

Phoenix (as Kardeeah)

- Grew the community from 7 to 50 active members in 90 days; ran a 500+ follower campus X account alongside.
- Held three roles simultaneously — Watcher, Keeper, 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 · Content scheduling · Research & reporting · Data entry & records · SOP documentation

Google Workspace · Microsoft Office · Notion · Airtable · Slack · Discord · Trello · Asana · Calendly · Canva · Meta Business Suite

EDUCATION & CERTIFICATIONS

Bachelor of Nursing Science (BNSc) · *University of Ilesha*

Expected 2030

Clinical documentation, patient communication, accuracy under pressure.

ALX Virtual Assistance Certification · *ALX Africa*

In Progress

Customer Service & Professionalism · *Forage*

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