

Working with me

A quick guide for clients — Omoloye Iyanu Oreoluwa

Who I am

I'm a virtual assistant with a background in executive support and healthcare. I've provided direct administrative support to a senior government official — scheduling, correspondence, and confidential information — and I bring that same discretion and reliability to every client I work with.

How I communicate

- I'm based in Lagos, Nigeria (West Africa Time, GMT+1).
- I respond to messages within a few hours during my working hours, and same-day for anything urgent.
- I prefer clear written instructions for tasks, but I'm happy to hop on a call to align on priorities.
- I'll flag questions, blockers, or delays as early as possible rather than let a deadline slip quietly.

How I work

- I like to start with a short onboarding conversation to understand your priorities, tools, and preferred way of working.
- For ongoing engagements, I provide regular progress updates — daily or weekly, depending on what suits you.
- I keep a simple task tracker so nothing falls through the cracks, and I'm happy to share visibility into it if useful.
- I treat all client information, documents, and communications as confidential by default.

Tools I use

- Google Workspace (Docs, Sheets, Gmail, Calendar, Drive)
- Notion
- I'm a fast learner with new platforms and happy to adapt to whatever tools you already use.

Getting started

Once we agree to work together, I'll send a short onboarding form to gather the essentials — access details, priorities, and how you'd like to communicate. From there, I aim to be productive from day one.

Looking forward to working together.