



ELISHA O.

EXECUTIVE ASSISTANT

CONTACT

Karen, Nairobi - Kenya.

PROFICIENCY IN TOOLS

Go HighLevel	● ● ● ● ●
Apollo	● ● ● ● ●
LinkedIn	● ● ● ● ●
Sales Navigator	● ● ● ● ●
Pipedrive	● ● ● ● ●
Full Enrich	● ● ● ● ●
Clay	● ● ● ● ●
Hubspot	● ● ● ● ●
AirCall	● ● ● ● ●
OpenPhone	● ● ● ● ●
Everhour	● ● ● ● ●
Asana	● ● ● ● ●
Canva	● ● ● ● ●

TASK EXPERTISE

- CRM Management
- Lead Generation
- Outreach & Engagement
- Sales Copywriting
- Objection Handling
- Pipeline Management
- Data Analysis
- Competitor Research
- Automation & Integration
- Communication & Relationship Building
- Problem Solving
- Emotional Intelligence
- Resilience & Adaptability
- Time Management



ABOUT ME

I have offered sales-oriented VA solutions for half a decade. I work closely with the CEO and VP of Sales to audit their sales needs and the efficiency of the link between their sales and marketing. I then think outside the box to solve problems using conventional sales development approaches and unconventional demand generation methods.



EXPERIENCE

> REMOTUAL

LEAD SDR

- Responsible for conducting competitor analysis to identify market trends and opportunities.
- Managed both inbound and outbound outreach strategies to generate leads and engage potential clients.
- Oversaw pipeline management to ensure seamless sales operations and revenue growth.

> BOOMERANGME

JOINT VENTURE PARTNERSHIPS

- Established and managed GHL affiliate partnerships to expand business opportunities.
- Led business development operations, identifying strategic collaborations and driving growth.
- Served as CEO Advisor, providing strategic insights and support for executive decision-making.

> GROWTHABLE

PIPELINE MANAGER SDR

- Spearheaded workflow automation initiatives to optimize operational efficiency.
- Managed the sales pipeline, ensuring consistent lead nurturing and timely follow-ups.
- Led database reactivation campaigns to re-engage dormant leads and drive revenue.



EDUCATION

> MOI UNIVERSITY, KENYA

BSc. Agricultural and Natural Resource Economics