

# VICTOR OMEH

## AI Automation Specialist & Virtual Assistant

hello@victoromeh.com | [va.victoromeh.com](https://va.victoromeh.com) | Remote (GMT+1) | Available for US Business Hours

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### PROFILE

AI Automation Specialist and Virtual Assistant working with US-based founders and business owners to eliminate operational drag. I build workflows, AI chatbots, voice agents, and CRM integrations that run in the background while handling day-to-day executive admin so nothing falls through the cracks. My automation background means I don't just manage tasks; I spot where time is leaking and fix it.

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### KEY RESULTS

- **AI chatbot** handling 82% of customer questions automatically, response time under 5 seconds
- **Lead management system** responding to every enquiry in 60 seconds and booking appointments on autopilot
- **Appointment workflow** cutting no-shows by 65% with zero manual follow-up
- **E-commerce automation** reducing order processing time by 70% and freeing 20+ hours per week

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### SERVICES OFFERED

#### Workflow Automation

Custom automation workflows using n8n and Zapier to eliminate repetitive tasks. Integrations across Google Workspace, Gmail, Slack, CRMs, WhatsApp, and third-party APIs. AI chatbots, voice agents (Vapi), and WhatsApp automation built and deployed end-to-end.

#### Administrative & Executive Support

Email and inbox management, calendar scheduling, meeting coordination, travel arrangements, and communication drafting. Proficient in Google Workspace and Microsoft Office suite.

#### CRM & Lead Management

CRM setup, management, and automation using GoHighLevel and HubSpot. Lead follow-up workflows, appointment booking systems, and pipeline management.

#### Content Creation & Management

Video editing for social media (Instagram Reels, TikTok, YouTube Shorts) using CapCut. Social media scheduling, caption writing, and content calendar management.

#### Website Management

WordPress site maintenance including content updates, plugin management, performance optimisation, and troubleshooting using Elementor.

#### Data Management

Data entry, spreadsheet organisation, database management, and report generation using Google Sheets, Excel, and Airtable.

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### SKILLS & TOOLS

#### Automation & AI

- n8n • Zapier • Make.com
- OpenAI API • Claude API
- Vapi (AI Voice Agents)

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### CONTACT

hello@victoromeh.com  
[va.victoromeh.com](https://va.victoromeh.com)  
Remote (GMT+1)  
Available for US/EU Business Hours

- AI Chatbot development
- WhatsApp Business API
- Apify (web scraping)

#### **CRM & Operations**

- GoHighLevel
- HubSpot
- Airtable

#### **Productivity & Admin**

- Google Workspace (Docs, Sheets, Calendar, Gmail)
- Microsoft Office Suite
- WordPress • Elementor
- CapCut (video editing)
- Zendesk (customer support)

**Available immediately**

#### **LANGUAGES**

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English — Fluent