# AYOMIDE AJIBOLA

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## CAREER SUMMARY

Results-driven Executive Assistant supporting executives and founders in reclaiming time for high-priority decisions through proactive, high-level administrative and operational support. Skilled in calendar and schedule management, correspondence and inbox management, project and task coordination, research, stakeholder liaison, documentation, meeting prep and follow-up, and ensuring smooth day-to-day operations. Using Google Workspace, Microsoft 365, Asana, Trello, Zapier, and Airtable to keep systems connected and workflows on track. Delivered conflict-free scheduling, streamlined coordination, and organised documentation across a 16-person team supporting a 500-graduate employment initiative, handling confidential information with discretion and freeing leadership to focus on strategic priorities

## SKILLS

- Soft Skills: Stakeholder Management and Liaison, Cross-functional Team Coordination, Discretion and Confidentiality, Attention to Detail and Accuracy, Time Management and Prioritisation, Ability to Work Independently, Proactive Problem-Solving and Strong Written and Verbal Communication.

- Tools: Microsoft Office Suite, Google Workspace, Trello, Asana, Notion, Zapier, Airtable, Slack, Zoom, Microsoft Teams, Calendly, Canva, Buffer, ChatGPT, Claude, Clockify, World Time Buddy, LastPass, Evernote, Fathom AI, Perplexity.

- Core Competencies: Executive & Administrative Support, Calendar & Schedule Management, Email & Inbox Management, Meeting & Travel Coordination, Project & Task Coordination, Documentation & Records Management, Research & Report Preparation, Stakeholder & Client Communication, Data Entry & Database Management, Digital File Management, Event & Webinar Coordination.

## PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT

Bridge 500 (HR Indulgence Initiative), Remote. July2026 – Present

- Manage the Founder's executive calendar and meeting schedules, prepare meeting agendas, record minutes, and follow up on actions, ensuring 100% tracking of assigned priorities and timely execution of key administrative deliverables.

- Maintain centralised digital filing systems, Google Drive folders, and participant databases, improving document accessibility and ensuring accuracy of assigned digital records.
- Optimise administrative workflows by implementing structured documentation, digital task tracking, and standardised communication processes, strengthening operational efficiency and supporting the successful delivery of programmes, preparing 500 graduates for employment.

### ADMINISTRATIVE OFFICER

Advertising Regulatory Council of Nigeria, Abuja, Nigeria Jan 2026 – Oct 2026

- Coordinated administrative workflows within a 16-member Registration & Licensing team, organising application records, tracking documentation, and supporting the timely completion of departmental activities.
- Managed digital and physical regulatory records by scanning, uploading, indexing, archiving, and retrieving documents, ensuring secure and efficient access to departmental information.
- Prepared and maintained weekly administrative reports, consolidating departmental activities, application records, and operational updates to support management review and informed decision-making.
- Supported day-to-day administrative operations by organising correspondence, maintaining documentation, and coordinating information flow across the department, contributing to smoother workflow execution.

### EXECUTIVE ASSISTANT

Private Client (Founder) Remote June 2025 – Nov 2025

- Managed the Founder's daily administrative operations throughout a 6-month engagement, coordinating schedules, correspondence, travel arrangements, meetings, and priority tasks to support efficient executive workflow.
- Coordinated executive communications by managing 100% of assigned emails, preparing documents, drafting 2+ organisational announcements weekly, preparing meeting notes and reports, and following up with stakeholders to ensure timely execution of action items.
- Conducted targeted research and compiled findings into reports and executive-ready summaries, supporting programme planning, decision-making, and implementation within agreed deadlines.
- Organised executive files, correspondence, reports, and digital records, maintaining accurate documentation and improving accessibility of information required for daily operations.

## CERTIFICATIONS & TRAINING

Virtual Assistant: Tech Crush Academy 2026

Virtual Assistant: VSavvy Academy 2026

## EDUCATION

Bachelor of Arts – Performing Arts, 2024
Olabisi Onabanjo University, Ogun State, Nigeria