AYOMIDE AJIBOLA

Abuja, Nigeria (GMT+1) | Open to Remote Roles — US, UK
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CAREER SUMMARY

Results-driven Executive Assistant with remote experience supporting founders and executives across distributed, cross-time-zone teams, 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, and meeting prep and follow-up, using Google Workspace, Microsoft 365, Asana, Trello, Zapier, and Airtable to keep systems connected and workflows on track. Comfortable working independently across time zones with minimal supervision, communicating asynchronously, and providing clear, structured updates. 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 — freeing leadership to focus on strategic priorities.

SKILLS

Remote Work Competencies: Asynchronous Communication, Cross-Time-Zone Coordination, Self-Management & Autonomous Work, Virtual Collaboration & Team Support, Async Documentation & Reporting.

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, Strong Written and Verbal Communication.

Tools: Microsoft Office Suite, Google Workspace, Trello, Asana, Notion, Zapier, Airtable, Slack, Zoom, Microsoft Teams, Calendly, World Time Buddy, Canva, Buffer, ChatGPT, Claude, Clockify, 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 (Remote)

Bridge 500 (HR Indulgence Initiative) — Remote *Jul 2026 – Present*

- Provide remote executive support to a founder-led initiative, managing the executive calendar and meeting schedules, preparing agendas, recording minutes, and following up on actions — ensuring 100% tracking of assigned priorities and timely execution of key deliverables across time zones.
- Maintain centralised digital filing systems, Google Drive folders, and participant databases, improving document accessibility and ensuring accuracy of assigned digital records for a distributed team.
- Optimise administrative workflows by implementing structured documentation, digital task tracking, and standardised asynchronous communication processes, strengthening operational efficiency and supporting the successful delivery of a programme preparing 500 graduates for employment.

Administrative Officer

Advertising Regulatory Council of Nigeria — Abuja, Nigeria *Jan 2026 – Jun 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 (Remote)

Private Client (Founder) — Remote *Jun 2025 – Nov 2025*

- Managed a remote founder's daily administrative operations throughout a 6-month engagement, coordinating schedules, correspondence, travel arrangements, meetings, and priority tasks to support efficient executive workflow across time zones.
- Coordinated executive communications by managing 100% of assigned emails, preparing documents, drafting 2+ organisational announcements weekly, preparing meeting notes and reports, and following up asynchronously 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