

IKEMEFUNA O. EGBOSIMBA

EXECUTIVE OPERATIONS & VIRTUAL SUPPORT | PROJECT
COORDINATION | AI-ENABLED WORKFLOWS

REMOTE • GLOBAL

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EXECUTIVE PROFILE

High-trust executive operations professional with 7+ years of combined experience across C-suite support, stakeholder communications, project reporting, and remote administrative coordination. Brings structure to complex calendars, high-volume communications, travel logistics, meeting workflows, documentation, and follow-through. Combines engineering-trained precision and formal project-management discipline with recent certification in AI-powered workflow optimization, task automation, productivity-tool integration, and data-informed decision support.

LEADERSHIP SUPPORT VALUE

EXECUTIVE CONTROL

Calendar architecture • inbox triage • meeting preparation
• travel logistics

OPERATING RHYTHM

Priority tracking • follow-ups • status reporting • action
registers • documentation

STAKEHOLDER TRUST

Executive correspondence • discretion • client
communication • cross-functional coordination

AI-ENABLED DELIVERY

Workflow optimization • task automation concepts •
research synthesis • productivity tooling

PROFESSIONAL EXPERIENCE

Executive Virtual Assistant / Operations Support

AUG 2025 – NOV 2025

Remote Freelance Engagement

- Managed high-volume email correspondence, prioritized time-sensitive messages, and maintained a responsive communication flow.
- Coordinated calendars, meetings, appointments, and schedule visibility using Morgen and cloud-based productivity tools.
- Prepared executive reports, presentations, research briefs, and administrative documentation for decision-ready review.
- Maintained structured task workflows and follow-up systems, improving visibility across priorities, owners, and deadlines.

Public Relations Officer

JAN 2018 – AUG 2021

Horizon Construction Company Ltd.

- Directed professional communications and stakeholder engagement, strengthening trust, client continuity, and brand perception.
- Prepared daily project-status reports for management review and translated field updates into clear decision support.
- Represented the organization in external engagements and maintained consistent communication across internal and external stakeholders.

Personal Assistant to the Director

OCT 2014 – SEP 2017

Federal Ministry of Power, Works & Housing

- Managed the Director's calendar, meetings, appointments, travel logistics, and daily administrative priorities.
- Handled official correspondence and sensitive documentation with discretion, accuracy, and confidentiality.
- Reviewed project reports for completeness and compliance before submission, supporting reliable executive decision-making.

SELECTED OPERATIONS PORTFOLIO

- Executive Inbox Operations** — Built a structured triage approach for categorization, priority visibility, response awareness, and organized communication flow.
- Calendar & Schedule Architecture** — Designed a time-blocked weekly calendar with recurring activities to improve planning clarity, focus protection, and day-to-day coordination.
- Travel Intelligence Packs** — Prepared structured travel plans for two clients, consolidating itinerary, accommodation, airport pickup, visa-support guidance, budgets, and daily schedules.
- Project & Event Control Tracker** — Developed a live tracker for tasks, stakeholders, deadlines, status, and priority to strengthen accountability and execution visibility.
- Meeting & Research Briefs** — Created agendas, meeting documentation, and research reports that converted scattered information into presentation-ready, action-oriented materials.

AI & DIGITAL OPERATIONS CAPABILITY

Certified training includes AI-powered workflow optimization, task automation, productivity-tool integration, and data-driven decision-making. Applies generative AI to research synthesis, document drafting, meeting preparation, repeatable workflow design, and administrative quality control.

TECHNOLOGY ECOSYSTEM

EXECUTIVE PRODUCTIVITY	Google Workspace • Microsoft 365 • Gmail • Google Calendar • Morgen • Calendly • Zoom
WORK MANAGEMENT	Asana • ClickUp • Monday.com • Notion • Google Sheets • Microsoft Excel
AI & CONTENT	ChatGPT • AI productivity tools • Canva • Microsoft PowerPoint
ADDITIONAL EXPOSURE	Slack (working knowledge) • CRM fundamentals • cloud file organization • data-entry workflows

CREDENTIALS & PROFESSIONAL DEVELOPMENT

- AI Productivity for Business Automation & Thought Leadership — TIBA Academy, 2026 (Certificate TA-2026-2084)
- 12-Week Virtual Assistant Training — VSE Africa, 2026
- Virtual Assistant Skills Training — ALX Africa, 2025
- Executive Virtual Assistant Internship — Afriment, 2025
- In-Demand IT Skills Training, 2025
- Project Management Professional (PMP), 2014 • PRINCE2, 2016 • Registered Engineer (COREN), 2017

EDUCATION

Bachelor of Engineering (B.Eng.), Civil Engineering — Second Class Upper Division
Enugu State University of Science & Technology | 2007–2012

LANGUAGES

English — Expert • Igbo — Native • French — Beginner