

EXECUTIVE OPERATIONS PORTFOLIO

Decisions prepared. Work followed through.

Seven working systems for founders and operational teams, built as self-sponsored client projects and recorded in use.

IKEMEFUNA EGBOSIMBA

Executive Assistant | Operations Partner



Founder support | Project control | Workflow automation

Recruiting | CRM | Content | Customer operations

PROOF BEFORE ADJECTIVES

Open it. Change it. Export it.

This portfolio is organized around working evidence. Each project has a business context, an interactive operating system, persistent state, validation, a practical export or handoff, and a recorded browser walkthrough.

01

WORKING SYSTEM

The controls change real project state. Forms validate. Actions complete. Data persists.

02

BUSINESS HANDOFF

Each system exports useful material such as CSV, ICS, Markdown, templates, or workflow JSON.

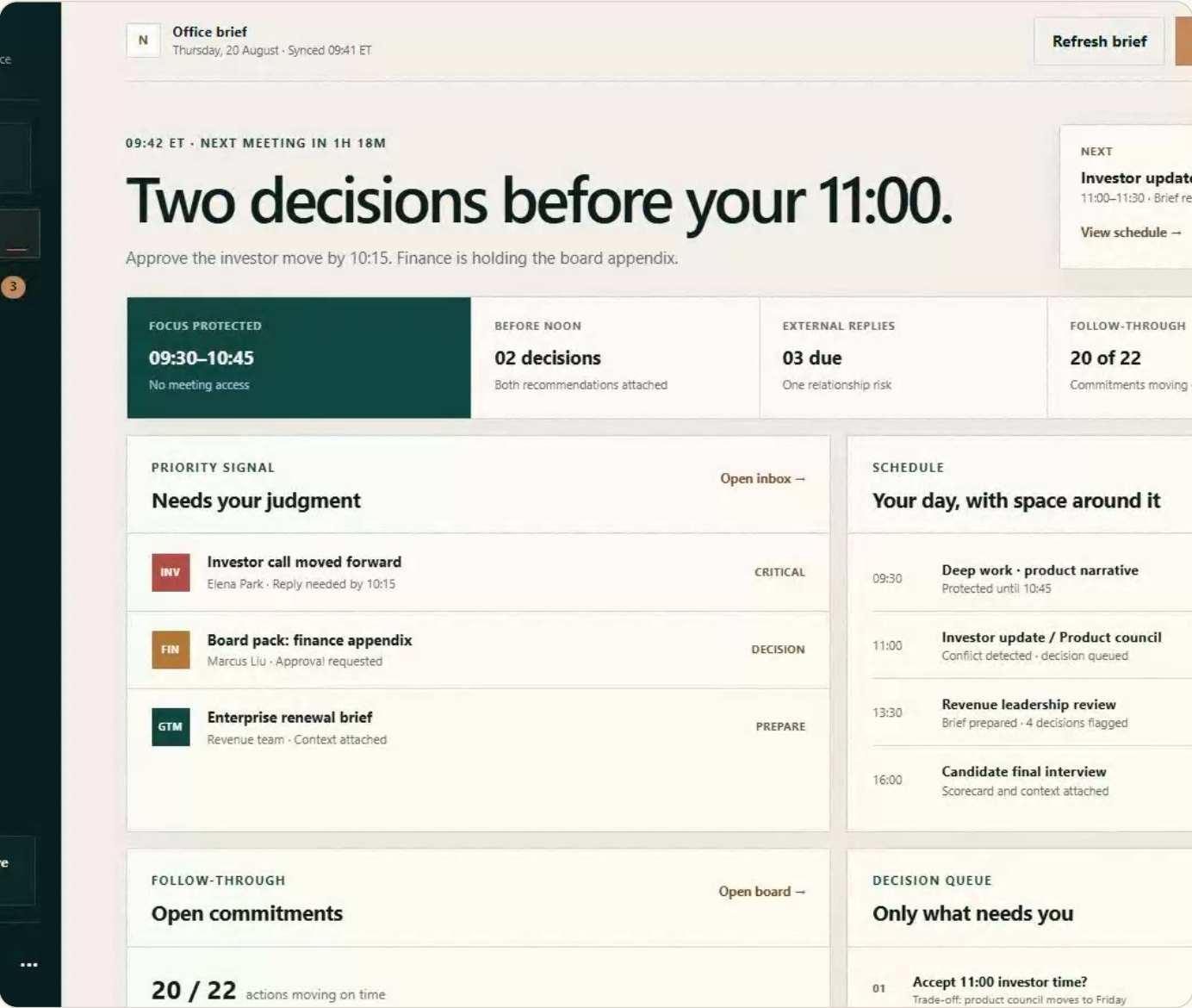
03

RECORDED USE

The project film shows the interface being operated. It is not a static presentation of a dashboard.

EVIDENCE STATEMENT

These are self-sponsored client projects built to the standard of client delivery. They demonstrate the operating approach and technical execution. They are not represented as paid engagements or third-party endorsements.



PROJECT 01

FOUNDER AND C-SUITE OPERATIONS

Northmere Office Desk

A decision desk built around the work leadership must see now.

Transforms meetings, inbox signals, priorities, and follow-through into one operating view.

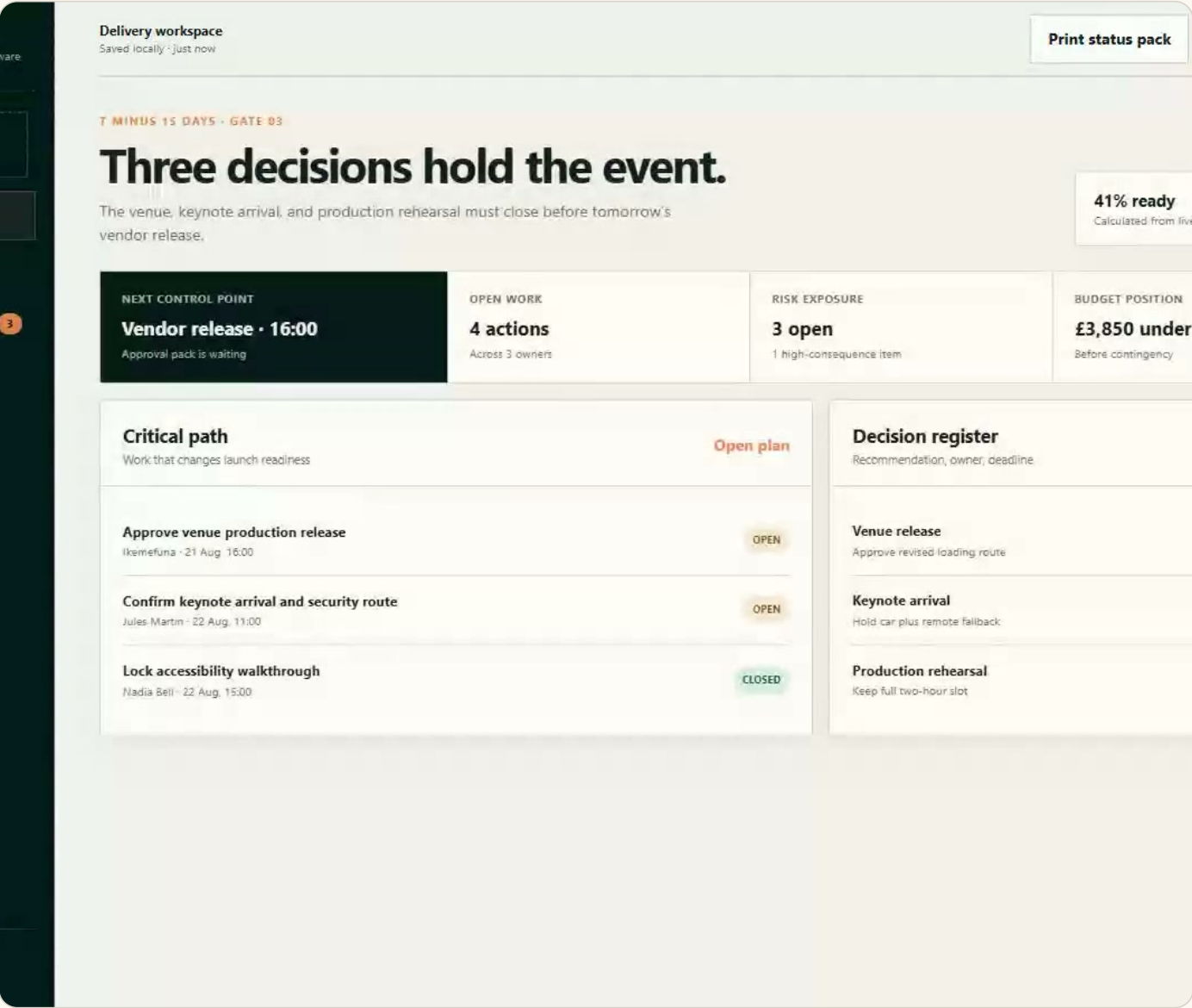
WORKING PROOF

- Decision queue and time-sensitive priority view
- Meeting preparation with owner and next-action context
- Inbox triage and follow-through controls
- Persistent working state for repeat use

TOOL HANDOFF

Calendar, inbox, task register, briefing system

Interaction film: Ikemefuna_Northmere_Office_Desk_v2.mp4



PROJECT 02

LAUNCH AND EVENT OPERATIONS

Veyra Grid Event Control

One control room for readiness, risk, ownership, and budget.

Keeps delivery accountable before a launch becomes an emergency.

WORKING PROOF

- Action register with owners, deadlines, and completion
- Risk register with closure controls and RACI visibility
- Editable budget with live readiness calculation
- Printable handover for an event-day command team

TOOL HANDOFF

Trello-ready task package, budget control, RACI, handover

Interaction film: Ikemefuna_Project_02_Event_Control.mp4

Workflow v1.3

Local execution · audit logging on

Clear intake

LIVE INTAKE

Route the request, keep judgment human.

The engine validates the request, checks duplicates, scores exposure, prepares records, and pauses at the approval boundary.

Ready for release
Nothing is released

New vendor request

Required fields become the webhook payload

Vendor or service

e.g. Calder Security

Requester

Full name

Requester email

name@rillmark.example

Annual value (£)

5000

Data jurisdiction

United Kingdom

☐ Vendor will access client or employee data

Business purpose

What is being purchased and why?

Run controlled workflow

Execution trace

Every step records input, rule, and outcome

Submit a request to see the workflow execute.

PROJECT 03

AI-ENABLED REQUEST OPERATIONS

Rillmark Workflow Control

Automation with a visible human decision boundary.

Routes requests, detects duplicates, scores risk, and preserves an audit trail without pretending judgment is automatic.

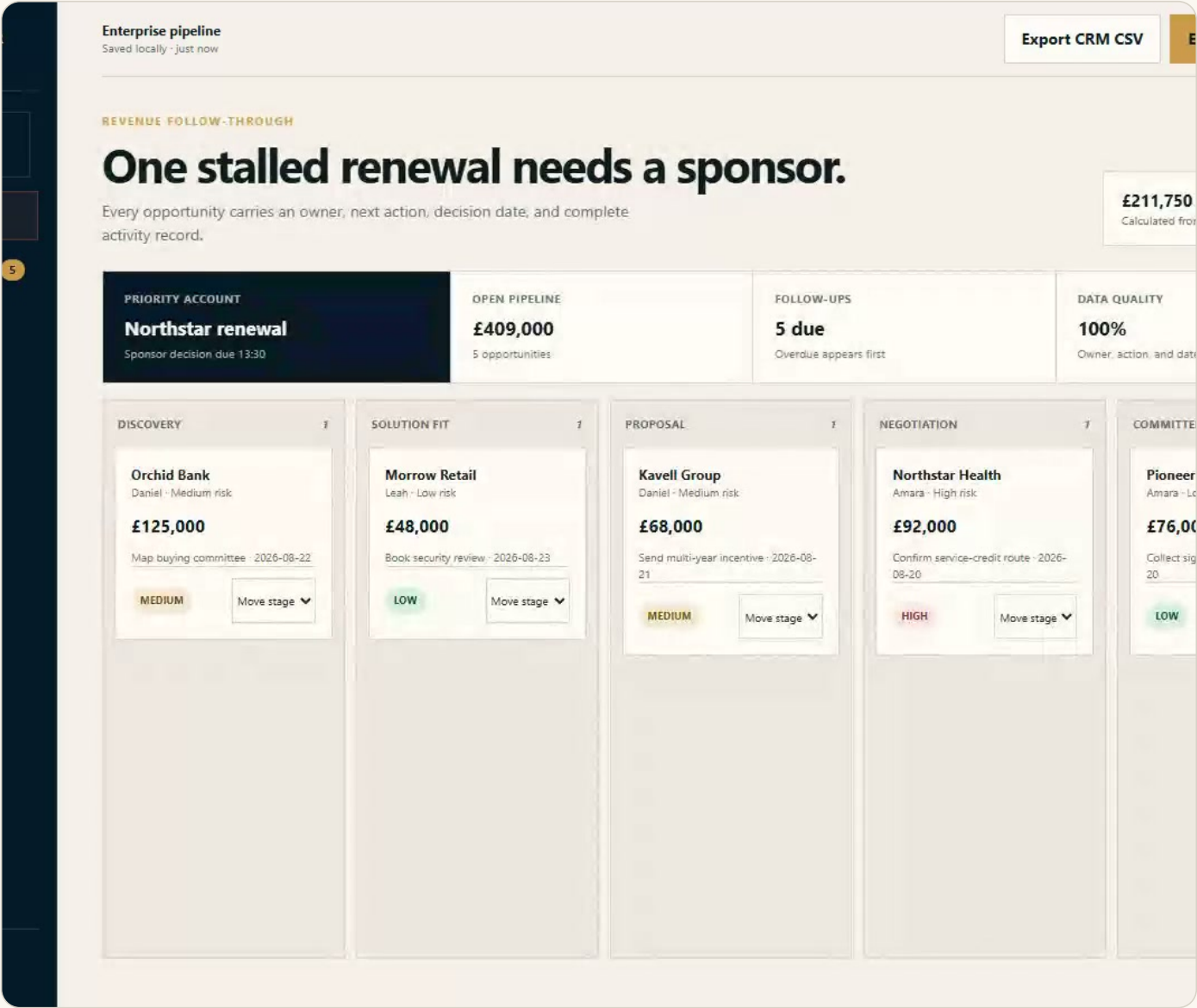
WORKING PROOF

- Validated intake and duplicate-request detection
- Explainable risk scoring and approval routing
- Exception log with human review controls
- Make, n8n, Notion, and Trello import-ready exports

TOOL HANDOFF

Make/n8n blueprints, Notion schema, Trello card template

Interaction film: Ikemefuna_Project_03_AI_Workflow_Automation.mp4



PROJECT 04

CRM AND COMMERCIAL FOLLOW-THROUGH

Lattice Harbor Revenue Desk

A revenue desk that keeps next actions from disappearing.

Connects meeting capture, pipeline movement, follow-up, and forecast logic in one working system.

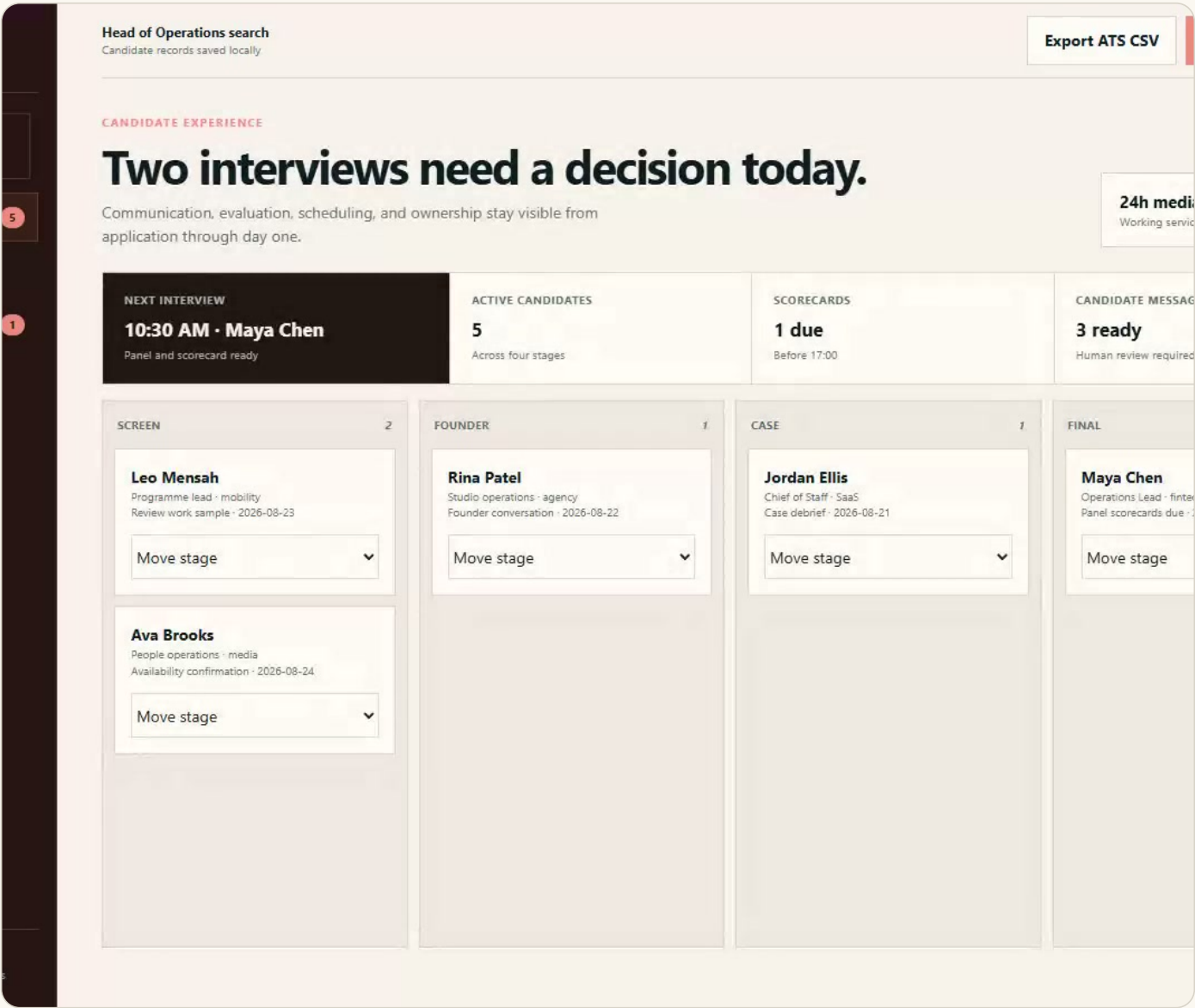
WORKING PROOF

- Persistent opportunity pipeline with stage movement
- Meeting-to-CRM capture with input validation
- Follow-up closure and editable stage probabilities
- CRM CSV export and weekly revenue digest

TOOL HANDOFF

CRM workflow, Google Sheets-compatible CSV, weekly digest

Interaction film: Ikemefuna_Project_04_CRM_Revenue.mp4



PROJECT 05

RECRUITING AND ONBOARDING

Sable Row Talent Operations

Candidate movement and first-week readiness in one accountable flow.

Brings scheduling, scorecards, onboarding, and candidate communication into a repeatable operating sequence.

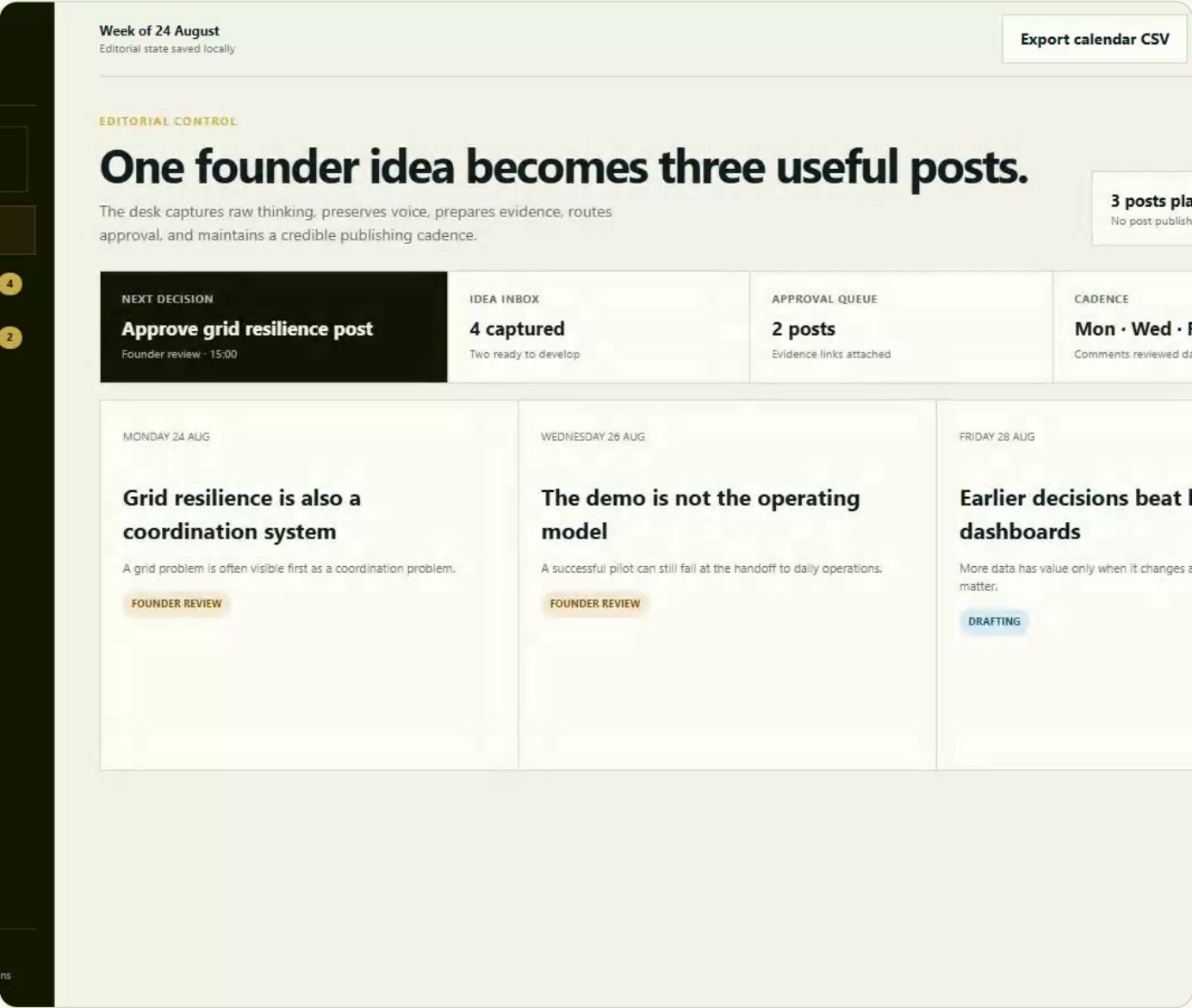
WORKING PROOF

- Candidate pipeline and structured scorecards
- Interview scheduler with downloadable calendar invite
- Onboarding checklist with completion state
- Calendly URL field, ATS CSV, Notion schema, message pack

TOOL HANDOFF

Calendly-ready scheduling, ATS export, Notion handoff

Interaction film: Ikemefuna_Project_05_Recruiting_Onboarding.mp4



PROJECT 06

FOUNDER-LED CONTENT OPERATIONS

Peregrine Content Office

A controlled route from raw idea to approved publishing pack.

Turns founder ideas into organized drafts while keeping approval and voice decisions visible.

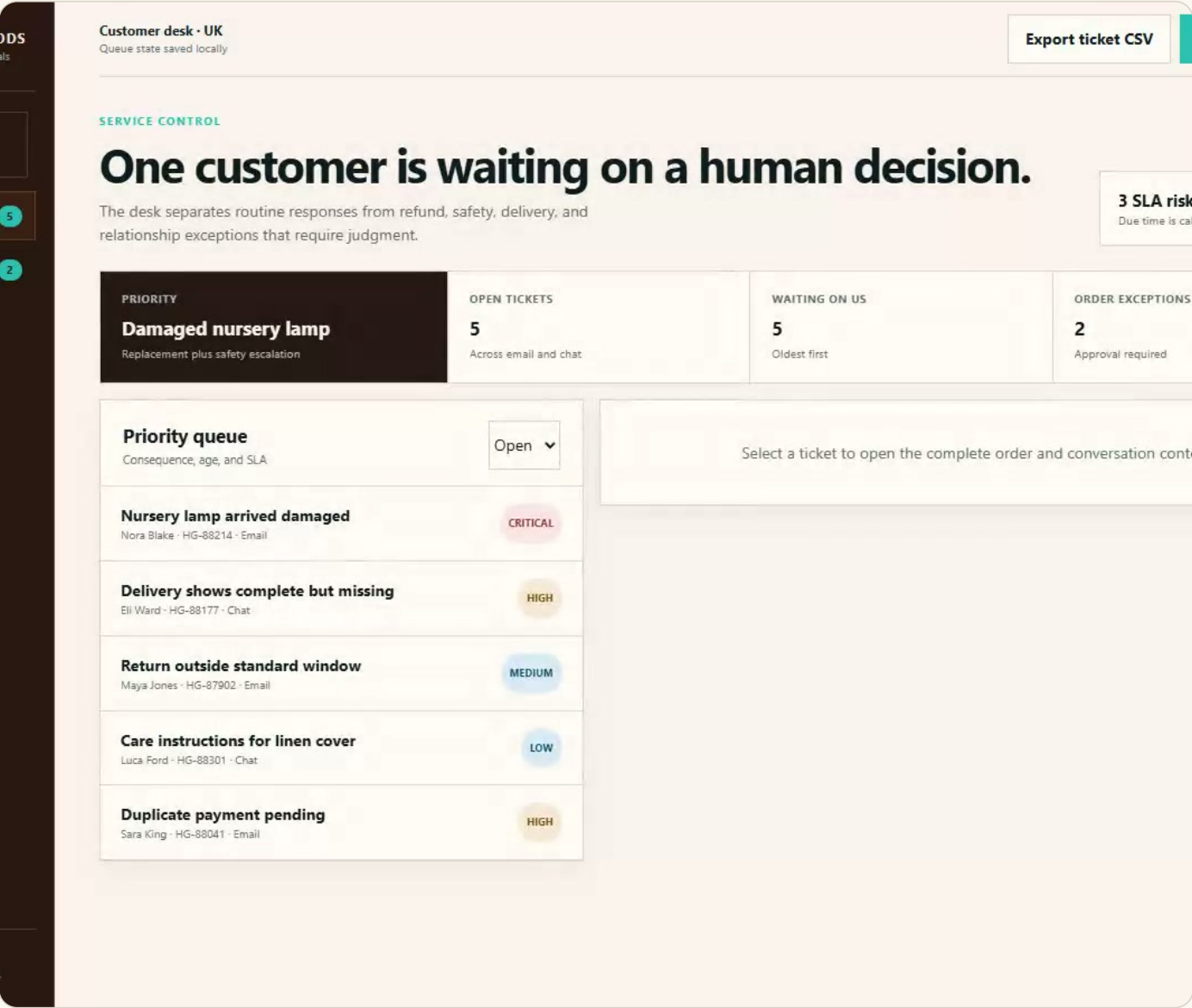
WORKING PROOF

- Validated idea capture and promotion to drafting
- Founder approval and revision workflow
- Editorial week with a practical voice guide
- LinkedIn pack, CSV, Notion schema, and Trello export

TOOL HANDOFF

Notion-ready content database, Trello-ready production flow

Interaction film: Ikemefuna_Project_06_Content_Operations.mp4



PROJECT 07

CUSTOMER AND ECOMMERCE OPERATIONS

Hearthline Customer Desk

Human-reviewed service, exception handling, and voice-of-customer insight.

Moves tickets from response to resolution while preserving approval controls for exceptions.

WORKING PROOF

- Ticket queue with templates and closure controls
- Refund and exception approve-or-decline flow
- Validated knowledge-base publishing
- Gorgias, Zendesk, Shopify, and Notion-ready exports

TOOL HANDOFF

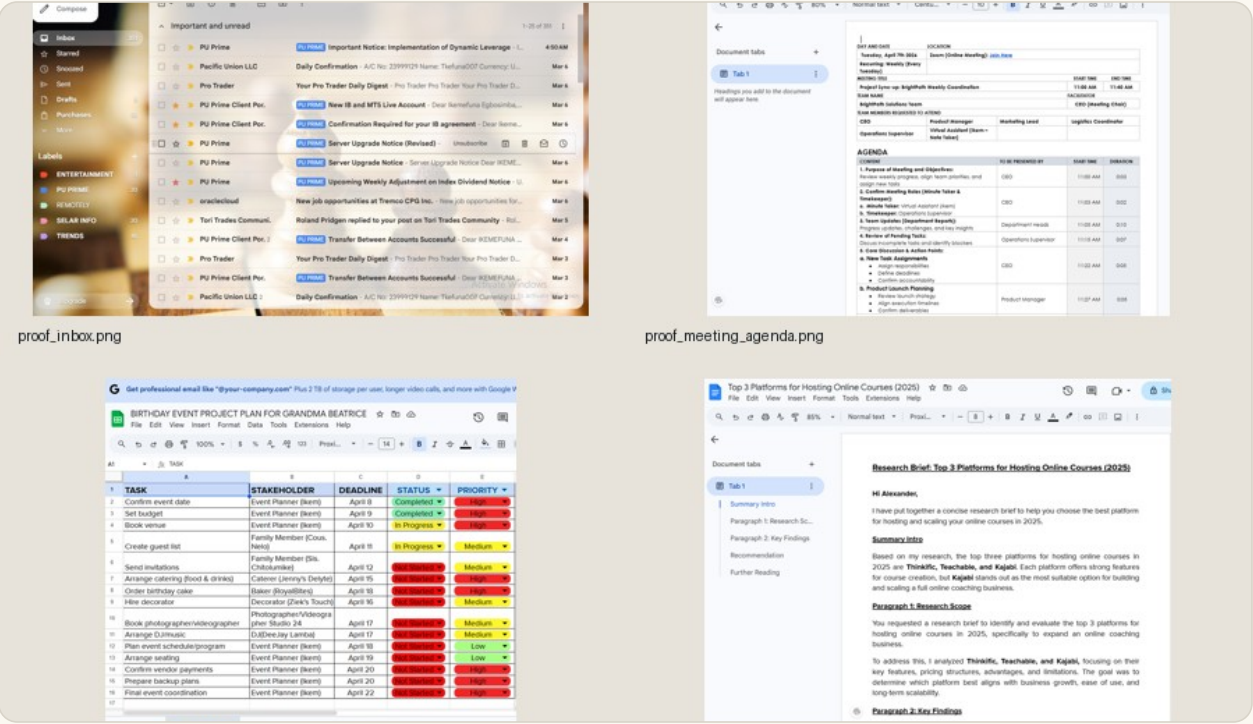
Support desk workflow, ecommerce exception log, KB export

Interaction film: Ikemefuna_Project_07_Customer_Operations.mp4

OPERATIONAL FOUNDATION

The working systems build on real support disciplines.

Before the seven systems, the evidence set already covered calendar management, inbox triage, meeting preparation, project tracking, travel coordination, and research. Those disciplines remain the foundation of the expanded operating portfolio.



Certificate OF COMPLETION

THIS CERTIFICATE HAS BEEN PRESENTED TO
Ikemefuna O.O.A. Egbosimba

Who has successfully completed a 12 Week
training as a Virtual Assistant.

Date of Issue
JUN- 16- 2026

Ikemefuna O. O. A. Egbosimba

has successfully completed the

**AI PRODUCTIVITY FOR BUSINESS AUTOMATION AND
THOUGHT LEADERSHIP COURSE**

at the **JOB-READY CERTIFICATION PROGRAM**

and has demonstrated proficiency in AI-powered workflow optimization, task
automation, productivity tool integration, and data-driven decision-making.

DATED: 20TH JUNE 2026

Certificates are reproduced from the documents supplied for this career package.

BEST-FIT MANDATE

Bring order to the work around leadership.

Ikemefuna is positioned for roles where executive support, project control, follow-through, and workflow improvement meet. The strongest fit is with founders, C-suite leaders, agencies, professional-service firms, and remote teams that need a reliable operating partner.

CORE DELIVERY

- Executive calendar and inbox operations
- Meeting preparation and action tracking
- Project, event, and travel coordination
- CRM and commercial follow-through
- Recruiting and onboarding operations
- Content and customer operations
- AI-assisted workflow design
- Documentation, reporting, and handoff

START A CONVERSATION

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Full interactive projects and their browser walkthroughs are included in the website release package.