

PROFILE

Results-driven Executive Assistant and Operations Professional with experience spanning recruitment operations, employer engagement, business development, healthcare administration, and AI data annotation. Proven ability to coordinate projects, support leadership, streamline operational processes, and maintain strong stakeholder relationships. Holds a B.Sc. in Physiology and brings a unique blend of analytical, organizational, and people-focused skills across multiple industries.

EDUCATION

B.Sc. Physiology

University of Lagos

Graduated 2026

CERTIFICATIONS

✦ Basic Life Support (BLS)

✦ Google Digital Marketing Certification

LANGUAGES

English

FLUENT

CORE SKILLS

TECHNICAL

Recruitment Coordination

Employer Engagement

Data Annotation

Digital Marketing

CRM Systems

ATS

Research & Analysis

MS Office Suite

Google Workspace

Calendar Management

PROFESSIONAL

Communication

Stakeholder Management

Attention to Detail

Time Management

Problem Solving

Confidentiality

Adaptability

Team Collaboration

Experience

Executive Assistant

Safe Recruits Limited · Lagos, Nigeria

Apr 2026 – Present

- Developed employer-focused recruitment scripts and communication materials to strengthen outreach strategies.
- Supported employer acquisition by identifying and engaging potential partner organizations.
- Coordinated candidate placement processes, ensuring clear communication and smooth handover.
- Assisted in designing onboarding content, including video scripts and operational messaging.
- Maintained recruitment trackers and task documentation, ensuring accurate reporting of outcomes.
- Collaborated with internal teams to improve recruitment workflows and operational efficiency.

Data Commissioning Contractor

RWS Group (LID) · Remote

Nov 2024 – Sep 2025

- Annotated datasets at sentence and token levels for AI and machine learning applications.
- Cleaned and standardized text data; identified and labeled languages and dialects with high accuracy.
- Organized linguistic datasets for AI training and ensured consistency across large-scale annotation projects.
- Provided contextual information about datasets including linguistic characteristics and sources.

Physiologist Intern

Evercare Group · Lekki, Lagos

Jul 2023 – Oct 2024

- Performed ECGs, Holter monitoring, and assisted with echocardiography protocols on cardiac patients.
- Calibrated exercise testing and diagnostic equipment to maintain accuracy and clinical reliability.
- Supported patient assessment and clinical workflow processes in a high-pressure environment.
- Demonstrated adaptability and effective multitasking across a busy cardiology department.

Business Development Executive

affilBase · Lagos, Nigeria

Mar 2023 – Oct 2023

- Cultivated stakeholder relationships to increase brand visibility and secure strategic partnerships.
- Developed digital marketing campaigns across social media, email, webinars, and video content.
- Conducted market research, competitor analysis, and customer segmentation studies.
- Gathered customer insights through surveys and interviews; drafted reports on sales performance.
- Presented findings and strategic recommendations during client meetings.

Personal Assistant

De Creators Vision · Lagos, Nigeria

Jan 2023 – Mar 2023

- Coordinated production schedules and daily itineraries for active film projects.
- Supported cast and crew operations; managed logistics, crew dinners, and travel arrangements.
- Handled administrative tasks, proofreading, and project deadline monitoring.

TOOLS & PLATFORMS

- Microsoft Word
- Excel
- PowerPoint
- Google Docs
- Google Sheets
- CRM Platforms
- Applicant Tracking Systems
- Internet Research

INDUSTRIES

- Recruitment & HR
- AI & Data
- Healthcare
- Business Development
- Film & Production
- Hospitality
- Retail & Sales

KEY STRENGTHS

Versatile professional who adapts quickly across industries. Known for strong organizational discipline, clear written communication, and the ability to manage multiple priorities without losing detail or quality. Comfortable operating in both fast-paced and structured environments with equal effectiveness. Brings a rare combination of technical, healthcare, and business expertise.

CAREER NOTE

Across every role, Chisom has consistently demonstrated initiative, dependability, and a strong service mindset — qualities that translate directly into high-value support for leadership teams and organizations at scale.

Additional Experience

Head Waitress

Jun 2022 - Nov 2022

Shaolin Kung Fu Chinese Restaurant · Lagos, Nigeria

- Supervised wait staff and maintained high-quality customer service standards at all times.
- Trained new employees on POS systems, menu knowledge, and service protocols.
- Resolved customer concerns efficiently and managed dining room operations and seating.
- Ensured operational excellence and smooth team coordination across all service shifts.

Sales Representative

Jul 2021 - Jun 2022

OMA Stores · Lagos, Nigeria

- Achieved consistent sales growth while maintaining profitability and strong client satisfaction.
- Built and maintained long-term customer relationships through regular, proactive engagement.
- Presented product solutions and negotiated sales opportunities to meet revenue targets.
- Developed expertise in market trends, pricing strategies, and evolving customer needs.

Healthcare Assistant Intern

Oct 2020 - May 2021

The City of David Hospital · Lagos, Nigeria

- Assisted with patient intake, administrative procedures, and accurate medical records management.
- Responded to patient inquiries professionally and supported hospital operational workflows.
- Utilized electronic medical record systems and supported laboratory and nursing staff daily.
- Assisted during emergency situations, demonstrating composure and reliable team support.

Sales & Marketing Specialist

Apr 2019 - Jun 2019

REI Plastics · Lagos, Nigeria

- Supported sales and promotional activities and designed effective marketing content.
- Managed customer engagement, relationship management, and administrative documentation.
- Maintained records and ensured accuracy across all marketing and sales reporting materials.

Usher

Sep 2019

Sheraton Hotel · Lagos, Nigeria

- Welcomed guests warmly, verified event access credentials, and assisted with crowd direction.
- Collaborated with event teams to ensure smooth and seamless guest experiences throughout.

ubatuchisom@gmail.com · +234 814 724 1658

Chisom Campbell Ubatu

linkedin.com/in/ubatuchisom