

ENO-OBONG AKPAN

EXECUTIVE ASSISTANT | OPERATIONS & PROJECT COORDINATOR

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PROFESSIONAL SUMMARY

Results-oriented Executive Assistant, Operations & Project Coordinator with over 4 years of experience supporting senior executives, managing business operations, coordinating projects, and improving organisational processes. A Chemical Engineering graduate with strong analytical, problem-solving, and process improvement capabilities, experienced in AI Content Creation and Automation, calendar management, CRM administration, project tracking, SOP development, workflow automation, reporting, and Proficient in ClickUp, Asana, Trello, HubSpot, Salesforce, Zoho CRM, Microsoft 365, Google Workspace, and remote collaboration tools. Recognised for exceptional organisational skills, attention to detail, and the ability to streamline operations in fast-paced business environments.

KEY ACHIEVEMENTS

- Reduced administrative workload by 20% through workflow improvements and process automation.
- Managed and maintained over 200 client records across CRM platforms while ensuring data accuracy and confidentiality.
- Coordinated 10+ executive meetings weekly across multiple time zones, ensuring seamless scheduling and follow-up.
- Developed Standard Operating Procedures (SOPs) that improved process consistency .

CORE COMPETENCIES

•Executive & Administrative Support •Executive Calendar & Inbox Management •Travel & Appointment Coordination •Meeting Planning, Agendas & Minute Taking •Meeting Coordination •Project Coordination & Task Management •Workflow Automation •SOP Development & Documentation •CRM Administration & Client Management •Stakeholder Communication •Data Management

PROFESSIONAL EXPERIENCE

■ EXECUTIVE SUPPORT & CLIENT RELATIONS SPECIALIST

Goddie Chemicals International Limited

- Coordinated executive schedules, stakeholder communications, and leadership meetings to ensure effective time management and operational efficiency.
- Prepared technical reports, business correspondence, presentations, and executive documentation.
- Maintained CRM records and monitored customer interactions to support client retention and relationship.
- Maintained confidential business information and ensured proper documentation management.

■ VIRTUAL EXECUTIVE ASSISTANT & OPERATIONS COORDINATOR

Independent Consultant | Remote

- Managed complex executive calendars across multiple time zones and coordinated meeting schedules, travel arrangements, and appointments.
- Reduced administrative workload by 20% through workflow improvements and process automation initiatives.
- Maintained over 200 client records in CRM systems while ensuring data accuracy, confidentiality, and compliance.
- Coordinated more than 10 executive meetings weekly, including agenda preparation, minute-taking, and action-item .

■ AI CONTENT CREATION & AUTOMATION

- Experienced in leveraging AI-powered tools for video creation, visual storytelling, content development, promotional materials, and workflow automation.
- Skilled in building efficient content-production systems that enhance productivity and support business growth.

■ PROJECT COORDINATOR & CLICKUP SYSTEMS SPECIALIST

Remote Contractor

- Designed and managed ClickUp workspaces, including Spaces, Folders, Lists, Dashboards, Custom Fields, and Automations.
- Supported teams in organising tasks, workflows, priorities, deadlines, and project documentation.

- Coordinated team activities and follow-ups to maintain project momentum and accountability

TECHNICAL SKILLS

Executive Support & Administration •Executive Calendar Management •Executive Inbox Management •Travel Coordination •Meeting Management •Appointment Scheduling •Business Correspondence • Project Management & Operations •ClickUp •Asana •Task Management •SOP Development •CRM •HubSpot •Microsoft 365 •Microsoft Excel •Microsoft Word •Microsoft PowerPoint •Google Workspace •Slack •Zoom • Ai Content Creation & Automation.

EDUCATION

Bachelor of Engineering (B.Eng.) in Chemical Engineering

Niger Delta University

Graduated: 2024

CERTIFICATIONS & TRAINING

In-Demand IT Skills Training

Digital Witch Support Community

Training Areas:

- Virtual Assistance •CRM Management •Workflow Automation
- Project Management •Email Management •Lead Generation
- Appointment Scheduling •Account Management

PROFESSIONAL STRENGTH

- Excellent written and verbal communication abilities
- Strong problem-solving and decision-making
- Analytical mindset developed through Chemical Engineering

Target Roles: Executive Assistant | Senior Executive Assistant | Operations Coordinator | Project Coordinator | Administrative Coordinator | Virtual Executive Assistant | Executive Operations Assistant | Chief of Staff Assistant | Project Management Assistant | Operations Support Specialist