

FAVOUR DANIEL

EXECUTIVE ASSISTANT AND OPERATIONS COORDINATOR

Email: xupchizzy@gmail.com
Phone: +234 (0) 9134197456

Location: Lagos, Nigeria
LinkedIn: linkedin.com/in/favour-daniel

| EXECUTIVE PROFILE

Highly analytical, discrete, and tech-savvy **Executive Assistant** with proven experience supporting high-stakes administrative frameworks, managing principal calendars, and executing high-level corporate correspondence. Expert at maximizing executive-level efficiency by serving as a central gatekeeper, filtering complex operational variables, and coordinating cross-functional communications. Combines robust digital infrastructure management with agile project tracking to confidently oversee networks and operations impacting over 500 stakeholders in high-pressure and structured environments.

| CORE COMPETENCIES & TOOLKIT

- Executive Support:** Calendar & Correspondence
- Digital & Analytics:** MS Office, Excel, Data Analysis
- Project Management:** Agile, Scrum, Timelines
- Office Infrastructure:** Advanced System Admin
- Stakeholder Relations:** Multi-Channel Operations
- Process Automation:** File Tracking & Registry

| PROFESSIONAL EXPERIENCE

Project Manager & Executive Assistant Sep 2025 - Dec 2025
Independent High-Profile Talent Management

- Principal Support:** Served as primary coordinator and strategist for a high-profile principal during a prominent national entertainment tournament, filtering communications and managing daily engagement calendars.
- Scale Coordination:** Structured and aligned a decentralized stakeholder matrix involving over **500+ active ecosystem participants**, safeguarding crucial operational timelines and deliverables.
- Risk Mitigation:** Developed tactical engagement frameworks that preserved institutional brand positioning and ensured smooth continuity of operations throughout and post-campaign.

IT & Administrative Coordinator Jan 2025 - March 2026
Geophia Academy Centre

- Executive Correspondence:** Authored and processed formal internal administrative memorandums, official asset procurement requests, and tactical briefs directly routed to senior leadership and the Commandant.
- Process Optimization:** Replaced manual, disparate file tracking pipelines with systematic digital architectures, significantly reducing administrative retrieval delays and securing information integrity.
- Asset Deployment:** Coordinated the logistics, verification, and technical distribution of high-value departmental infrastructure, maintaining standard operation protocols across units.

Technical Data Consultant & Content Strategist

Apr 2026 - Jun 2026

Contract & Project Consultancies

- **Data & Quality Verification:** Conducted verification and mapping protocols for complex system assets, ensuring direct alignment with rigorous project target standards.
- **Workflow Structural Architecture:** Outlined full lifecycle creative developments, implementing organized structural scoping from baseline scripts to cross-functional distribution channels.

| EDUCATION

Bachelor of Science (B.sc) - Second Class Upper Honors

Graduated : 2025

Anambra State University | Computer Science

| CERTIFICATIONS & PROFESSIONAL ASSOCIATIONS

- **Project Management Professional (PMP / Agile Frameworks)** - In View / Continuous Education
- **Data Analytics Certificate** - Geophia Academy Centre
- **ALX Virtual Assistant Professional Certificate** - ALX Africa