

PRISCILLIA ODOH

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Professional Summary

Experienced Executive Assistant with a proven track record in supporting C-Suite executives in fast-paced environments. Skilled in calendar management, research, investor relations, event coordination, and high-level communication. Adept at creating business documentation, presentations, and managing confidential projects with professionalism and discretion. Leverages AI-assisted tools to enhance productivity, streamline workflow, and improve communication efficiency.

Key Skills

- Executive & Calendar Management
- Stakeholder & Investor Coordination
- Research & Information Sourcing
- Virtual Assistance & Online Task Management
- Presentation & Document Preparation
- Strategic Communications
- Event & Travel Planning
- AI-Assisted productivity & workflow optimization
- Microsoft Office Suite

Professional Experience

Executive Assistant to the CEO

Pedajo Ltd | Sept 2024 – Present

- Correspondence Management: Oversee email and communication workflows, ensuring prompt responses and streamlined follow-ups.
- Diary Management: Coordinate and manage a complex schedule, prioritizing engagements to align with strategic goals.
- Research: Conduct in-depth research on individuals, events, and key topics to support informed decision-making.
- Logistics Management: Organize travel, accommodations, and event logistics to ensure seamless operations.
- LinkedIn Content Creation: Develop and curate content to amplify the CEO's thought leadership and brand presence.
- Documentation: Prepare reports, meeting minutes, and other critical documents with accuracy and efficiency.

Executive Assistant to the Founder

HealthCap Africa | Sep 2022 – Aug 2024

- Conducts in-depth research on individuals and events aligning with fundraising goals.
- Coordinates strategic networking events for the Founder, both outbound and inbound.
- Prepares presentation slides and designs personal brand flyers for Founder's engagements.
- Develops and maintains a strategic networking plan.
- Strategically recommends events aligning with company goals and pitches speaking slots for increased visibility.
- Manages logistics for the Founder, overseeing flight schedules and accommodation arrangements.
- Identifies potential Limited Partners, Fund-of-Funds and Sovereign wealth funds aligning with fundraising goals.
- Coordinates and maintains the Founder's meeting schedule with HNIs and potential LPs.
- Researches and writes whitepapers for presentations during courtesy visits to enhance the Founder's engagement in Affinity groups.
- Manages investor relations through affinity groups, curated events, and meeting arrangements.

Personal Assistant to Principal

British International School | Feb 2021 – Jul 2022

- Managed executive calendar, meetings, and PR communications.
- Drafted newsletters, reports, and presentation materials.
- Acted as liaison between school leadership and external stakeholders.

HR Business Partner Assistant (NYSC)

Credit Direct Limited | Dec 2018 – Oct 2019

- Supported internal communications and HR documentation.
- Managed email correspondence and HR database entries.

Education

- B.Sc. Mass Communication, Benue State University – 2017
- Basic Presentation Certificate, National Broadcast Academy –2016
- Virtual Assistant Course, Alison – 2025

References

- Available upon request.