

SAMSON OLUWASEYI SANUSI

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PROFESSIONAL SUMMARY

Resourceful and detail-oriented Executive Assistant with 6+ years of experience spanning executive support, administrative operations, strategy coordination, and marketing across education, technology, and startup sectors. Proven ability to manage complex calendars, drive operational efficiency, and support C-suite decision-making. Known for discretion, high emotional intelligence, and a results-driven approach in fast-paced environments. Currently supporting the Executive team at BudCo Technology / Emergent Labs, where I manage high-level communications, strategic planning initiatives, and business development support.

WORK HISTORY

Account Executive / Executive Assistant, 01/2024 to Current BudCo Technology / Emergent Labs

- Provide direct support to the CEO/MD across operations, scheduling, client engagement, and performance reporting.
- Coordinate high-stakes meetings, offsites, and planning sessions while ensuring department alignment.
- Draft strategic communications and assist in proposal preparation, stakeholder presentations, and investor documents.

Marketing Lead, 01/2023 to 01/2024 Newdigit Technology

- Led the company's go-to-market strategy, brand messaging, and B2B partnerships.
- Supported executive planning and reporting while building operational frameworks for client success.

Instructor / Marketing Lead, 01/2023 to 01/ 2024 SWEBS Coding Institute

- Delivered coding instruction and led digital marketing campaigns to attract and retain students.
- Coordinated curriculum development and student engagement strategies.

Web Development Instructor, 01/2022 to 01/2023 Proxy Academy (Part-time)

- Teach core frontend development concepts to students in a hybrid learning environment.
- Deliver tailored learning experiences and track student performance against KPIs.

Marketing Lead / Co-founder, 01/2020 to 01/2023 TripleSam Solar Energy Solutions

- Developed marketing campaigns and strategic sales processes, including pipeline analytics.
- Supported business development planning.

Vice Principal (Admin/Academics), 01/2016 to 01/2023 Rosevic Private College

- Oversaw academic strategy, teacher recruitment, and stakeholder engagement.
- Led cross-functional teams to improve student outcomes and administrative efficiency.

Education

BSc Computer Science, 09/2024 to 09/2028
Covenant University (CCODEL), Ogun State, Nigeria
In View

Diploma in Software Engineering
European Open University

WAEC Certification
Vindidi Model College

SKILLS Rename

Language: English: Yoruba:

• Executive & Strategic Support | Business Communication & Correspondence | Project Coordination | Calendar & Task Management | Stakeholder Liaison | Market Research & Presentation | Design Operational Process | Optimization Productivity Tools: **Notion, Excel, PowerPoint, Microsoft Excel, Microsoft PowerPoint Notion, Google Workspace, Data Entry** | Prompt Engineering | Research & Analysis Presentation & Briefing Materials Preparation.