

OLUWATOSIN OGUNSINA

Lagos, Nigeria
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SUMMARY

Proactive and dependable Executive Assistant with a proven track record in inbox management, scheduling, stakeholder coordination, and providing high-level virtual support. Recognised for bringing clarity to fast-paced environments, enhancing team productivity, and building strong client relationships. Experienced in supporting executives, coordinating cross-functional teams, and implementing effective systems that improve efficiency and organisation. A quick learner with excellent communication skills, trusted with sensitive information, and committed to delivering results that make work smoother and more effective for those I support.

WORK

Executive Virtual Assistant | LVC Trust Consultancy

Apr 2024 - Till date

EXPERIENCE

- Manage and organise high-volume inboxes (50+ emails/day), prioritising time-sensitive communication and reducing executive response delays.
- Maintain and streamline executive calendars, schedules, and task management tools to ensure efficient workflow and time management.
- Plan, schedule, and coordinate meetings with trustees, consultants, and partner organisations across multiple time zones.
- Draft, proofread, and edit documents, presentations, and correspondence to ensure clarity, accuracy, and alignment with organisational standards.
- Organise internal and external meetings with trustees, consultants, and partner organisations across time zones
- Develop and implement policies, standard operating procedures, and administrative guidelines to enhance organisational efficiency.
- Organise and track funding applications, compliance records, and project-related materials to support effective reporting and accountability.
- Provide high-level virtual assistance to the executive and management teams, supporting daily operations, strategic planning, and stakeholder engagement.
- Maintain confidentiality protocols when handling sensitive information.
- Coordinate logistics and documentation for key initiatives, including Project Reign, a flagship programme supporting Black social entrepreneurs
- Provide professional customer service support by handling inquiries, resolving concerns, and maintaining positive client relationships.
- Handle sensitive information with discretion, maintaining strict confidentiality protocols in all areas of responsibility.

Virtual Training Coordinator | Hire Africa

Dec 2024 - June 2025

- Conducted initial candidate screenings, reviewing resumes and applications for remote job placements meetings, managing correspondence, and preparing reports.
- Designed and delivered comprehensive training outlines and presentation materials to guide learners through structured modules
- Trained participants in essential Virtual Assistant skills, including inbox management, calendar handling, productivity tools, and client etiquette
- Developed editable templates and training resources such as task trackers, meeting agendas, and inbox checklists
- Delivered both virtual training sessions using platforms like Google Workspace, Zoom, and Canva
- Monitored learner progress and provide feedback for professional development
- Provided individual feedback, monitor learner progress, and support participants in preparing for remote job placements

- Coordinated logistics for community retreats and outreach events, ensuring all scheduling, communication, and resource needs are met
 - Managed internal and external communications to keep participants, volunteers, and stakeholders informed and engaged
 - Oversaw event coordination, including meetings, follow-ups, and providing real-time support during key charity activities
 - Provided detailed proofreading and editing of internal documents, ensuring clarity, professionalism, and consistency in presentation
 - Maintained organised records through accurate data entry and file management
 - Tracked deadlines and sent timely reminders to team members to keep projects on schedule
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Program & Event Coordinator | Godmade Woman Africa**Aug 2024 - Dec 2024**

- Sourced, onboarded, and managed a team of volunteers to support women-focused events
 - Led full-cycle coordination of the God-Made Woman conference, successfully managing logistics for 300+ attendees and 10+ vendors, resulting in a seamless, on-time event delivery.
 - Sourced and liaised with venues and vendors (caterers, decorators, tech support, sound) to secure high-quality services
 - Managed email communications with vendors, partners, speakers, and attendees to ensure clarity and timely follow-up
 - Coordinated event-day logistics, including check-in, volunteer oversight, speaker prep, and real-time issue resolution
 - Supported event planning from concept to execution, ensuring seamless coordination of timelines, budgets, and deliverables
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Operations Manager | Active Foods Ltd**Aug 2023 - April 2024**

- Directed daily production operations, ensuring high output and product consistency across multiple production lines
- Led and managed a cross-functional team of bakers, packagers, and delivery staff, fostering a high-performance and quality-driven culture
- Reduced raw material wastage by improving inventory tracking and vendor negotiations, resulting in a monthly procurement cost reduction.
- Maintained all equipment and enforced strict hygiene and safety standards, resulting in zero food safety violations throughout tenure
- Optimised workforce scheduling and shift rotations to meet peak production demands efficiently and cost-effectively
- Coordinated logistics and distribution strategies for the timely delivery of products to vendors and retail outlets, improving delivery accuracy and timing
- Trained and mentored new staff, significantly enhancing overall team performance and reducing employee turnover
- Introduced a new tracking and reporting system for production metrics, supporting better operational decisions and consistent reporting to management
- Strengthened customer relationships by addressing feedback promptly, coordinating timely deliveries and in-house supply, and ensuring product satisfaction

- Provided strategic support to the CEO by proactively managing and optimizing a demanding schedule, resulting in an improvement in time efficiency and decision-making bandwidth
- Acted as a trusted point of contact between the CEO and key stakeholders, streamlining internal communications and enhancing cross-functional alignment across departments
- Orchestrated high-level meetings and business engagements, led agenda development, captured actionable insights, and ensured seamless execution of next steps
- Produced high-impact reports, presentations, and correspondence to support executive-level initiatives and stakeholder communication
- Managed vendor relationships to ensure cost-effective procurement of raw materials, contributing to uninterrupted operations and quality output
- Assisted in marketing and sales strategy execution, including campaign planning, social media support, and performance tracking
- Supported product creation and development from concept to launch, ensuring deadlines and quality standards were met
- Led product activation and awareness campaigns to boost market visibility and drive customer engagement
- Conducted data entry, maintained administrative records, and compiled periodic reports for management review

EDUCATION	Higher National Diploma	Oct 2013 - Oct 2019
	Moshood Abiola Polytechnic	
	Mass Communication	

- TRAINING
- ALX Virtual Assistant Training
 - IT Support | Digital Witch Academy

KEY SKILLS & COMPETENCIES	TECHNICAL & DIGITAL TOOLS
• Email & Calendar Management • Scheduling & Appointment Coordination • Customer Service & Client Communication • Office Operations & Facility Oversight • Staff Management & Performance Reviews • Administrative Support & Data Entry • Project Coordination & Task Management • Social Media Management • Organisation & Time Management • Fluent in English Language	• Google Workspace (Gmail, Calendar, Drive, Docs, Sheets) • Microsoft Office Suite (Word, Excel, Outlook) • Zoom & Scheduling Tools (Google Calendar) • CRM & Productivity Tools • Social Media Platforms (Facebook, Instagram, Twitter)

VOLUNTARY EXPERIENCE
Dynamic Oaks Ministry
• Coordination of conferences and ministry programs, managing logistics, guest communications, and seamless on-the-day execution • Supervise the media team, guiding content creation, editing, and production • Continuously contribute to the ministry's mission through strategic planning, content oversight, and volunteer leadership

REFERENCE

Available on request.