

Ikemefuna Egbosimba

Executive Virtual Assistant | Calendar, Inbox and Project Coordination

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Remote / UTC+1 / Available for worldwide remote and contract opportunities

01 Professional Profile

Executive Virtual Assistant with seven years of combined experience supporting senior leaders and operational teams across executive calendars, inbox and correspondence, meetings, travel, project reporting, stakeholder communication, and confidential documentation. Brings engineering-trained precision, calm follow-through, and working portfolio evidence across executive support, recruiting, CRM, customer service, and AI-enabled workflows.

02 Core Expertise

Executive support: Calendar management | Inbox management | Meeting coordination | Travel planning | Confidential correspondence

Operations: Task tracking | Project coordination | Research briefs | Document preparation | Stakeholder follow-through

Digital: Google Workspace | Microsoft 365 | Calendly | Trello | Asana | ClickUp | Notion | Slack | Zoom

03 Professional Experience

Operations & Workflow Support Specialist / Aug 2026-Present

Scale With OGB, Self-employed, Remote

- Operate a remote support practice covering calendar and inbox management, meeting preparation, project coordination, travel planning, research, documentation, CRM follow-through, and customer operations.
- Build and maintain seven working portfolio projects demonstrating prioritization, status visibility, approvals, documentation, and recurring-work controls.
- Use Google Workspace, Microsoft 365, Notion, Trello, Calendly, CRM platforms, Make.com, n8n, and AI-assisted productivity tools where appropriate.

Executive Virtual Assistant / Operations Support / Aug 2025-Nov 2025

Freelance, Remote

- Managed high-volume email correspondence, prioritized time-sensitive messages, and maintained organized communication flow.
- Coordinated calendars, meetings, appointments, and schedule visibility using Morgen and cloud productivity tools.
- Prepared executive reports, presentations, research briefs, and administrative documents for review.

Public Relations Officer / Jan 2018-Aug 2021

Horizon Construction Company Ltd.

- Directed professional communications and stakeholder engagement across internal and external relationships.
- Prepared daily project-status reports for management and translated field updates into clear decision support.
- Represented the organization in external engagements and maintained responsive stakeholder communication.

03 Professional Experience, continued

Personal Assistant to the Director / Oct 2014-Sep 2017

Federal Ministry of Power, Works and Housing

- Managed the Director's calendar, meetings, appointments, travel logistics, and daily administrative priorities.
- Handled official correspondence and sensitive documentation with discretion, accuracy, and confidentiality.
- Reviewed project reports for completeness and compliance before submission and management review.

04 Working Portfolio Projects

Working portfolio projects use fictional brands and non-confidential data. Each demonstrates decisions, controls, and downloadable operational output.

Northmere Office Desk

Executive inbox, calendar-conflict resolution, meeting preparation, commitments, and decision visibility in one working browser system. **Inspectable output:** Persistent state, priority controls, meeting context, and recorded use.

Sable Row Talent Operations

Candidate pipeline, interview scheduling, scorecards, onboarding checklist, and candidate communication workflow.

Inspectable output: Downloadable calendar invite, ATS CSV, Notion schema, and Calendly-ready field.

Peregrine Content Office

Idea capture, drafting, approval, editorial cadence, voice guidance, and executive LinkedIn content handoff. **Inspectable output:** Notion schema, Trello board package, approved-post export, and recorded use.

Hearthline Customer Desk

Customer queue, response workflow, refund exceptions, knowledge-base controls, and voice-of-customer reporting.

Inspectable output: Gorgias, Zendesk, Shopify, and Notion-ready exports with human approval.

Open the complete proof library and recorded demonstrations

05 Technology and Working Environment

Executive productivity: Google Workspace | Microsoft 365 | Gmail | Google Calendar | Morgen | Calendly | Zoom

Work management: Trello | Asana | ClickUp | Monday.com | Notion | Google Sheets | Microsoft Excel

Service and coordination: Slack | CRM pipeline operations | ATS workflow concepts | Gorgias/Zendesk/Shopify workflow concepts

06 Verified Training and Education

- AI Productivity for Business Automation and Thought Leadership, TIBA Academy, 2026 (TA-2026-2084)
- 12-Week Virtual Assistant Training, VSE Africa, 2026
- Virtual Assistance Skills in the Digital Age, ALX, 2025
- In-Demand IT Skills Training, Digital Witch Support Community, 2025 (DWSC16147)

Education B.Eng., Civil Engineering - Second Class Upper Division | Enugu State University of Science and Technology | 2007-2012

Languages English (Expert) | Igbo (Native) | French (Beginner)