

NGOZI OPARA

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SUMMARY

Detail-oriented Administrative Assistant and Executive Support Specialist with experience leveraging AI tools such as ChatGPT for content generation and task automation. Proven success in managing executive calendars, taking minutes, drafting reports, and coordinating events. Skilled in project management, meeting scheduling, and aligning organizational tasks with leadership goals. Proficient in using Google Workspace, Trello, and Slack to streamline workflows and improve communication. Strong problem-solving abilities and research skills, with a passion for delivering high-quality administrative support.

SKILLS

- **AI Tools:** Proficient in ChatGPT, automation tools, AI-enhanced research techniques
- **Executive Support:** Calendar management, meeting coordination, minute-taking, report drafting
- **Project Management:** Strategic planning, task organization, goal alignment with leadership vision
- **Technical Proficiency:** Google Workspace, Microsoft Office, Trello, Slack, Notion
- **Content Creation:** Experienced content writer focused on tech and administrative topics
- **Communication:** Strong written and verbal communication, including reports, emails, and presentations

PROFESSIONAL EXPERIENCE

Executive Assistant | AWS Community Day West Africa (Volunteer)

July 2023 - August 2023

- Managed the technical lead's calendar, ensuring seamless coordination for key meetings and events.
- Took detailed minutes during meetings, compiling actionable insights and drafting reports for stakeholders.
- Supported event logistics and administration, including communication with vendors and attendees.

Project Manager | Unicity

August 2024 - Present

- Drafted yearly operational plans aligned with the CEO's strategic goals to ensure smooth project execution.
- Organized and managed team workflows, meeting critical deadlines and optimizing productivity.
- Developed communication channels and implemented task tracking systems using Trello and Slack.

Content Writer | Freelance

June 2022 - October 2022

- Leveraged AI tools like ChatGPT to create engaging technical content, blog posts, and tutorials for tech companies.
- Researched and applied SEO strategies to improve the reach and engagement of published content.
- Collaborated with editorial teams to ensure alignment with client goals and brand voice.

EDUCATION & CERTIFICATIONS

ALX Virtual Assistant Program

- Gained expertise in administrative assistance, task automation, and AI tool utilization.
- Core skills include meeting scheduling, email management, customer relationship handling, and virtual team collaboration. See certificate [here](#).

KEY ACCOMPLISHMENTS

- Successfully managed executive schedules and event logistics for a tech event, ensuring smooth communication and no scheduling conflicts.
- Created and optimized content for tech companies, increasing audience engagement using AI tools.
- Led a project management initiative for a startup, aligning operations with the CEO's long-term goals.