

CHINAZAEKPERE DORIS OBU

Executive Assistant

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CAREER OBJECTIVE

Results-driven Computer Science graduate with hands-on experience as an executive assistant and Agile project manager.

To provide exceptional administrative support and personalized assistant to senior executives, leveraging strong organizational, communication, and problem-solving skills to ensure day-to-day operations, while continuously seeking opportunities to improve efficiency, confidentiality, and professionalism in a fast-paced environment.

PROFESSIONAL EXPERIENCE

SCRUM MASTER

Enviabile Transport Services | 03/2025 – 08/2025

- Facilitated all Scrum ceremonies such as Sprint Planning, Daily Stand-ups, Sprint Reviews, and Retrospectives, ensuring team alignment and progress towards Sprint goals.
- Collaborated with product owners to prioritize and refine the product backlog, ensuring maximum value delivery of business goals.
- Coached teams on Agile principles and Scrum framework, promoting a culture of transparency, experimentation and continuous improvement.
- Contributed to reducing feature delivery timelines by 15% through Agile process optimization.
- Worked with developers, mobile, QA, and UI/UX teams to launch mobility service features that improved customer satisfaction.
- Removed impediments and fostered a strong Agile mindset across teams.
- Communicated team progress to stakeholders through burndown charts and velocity metrics, providing transparency and insights into team performance.

EXECUTIVE ASSISTANT

Miss Agriculture Nigeria Empowerment Initiative | 01/025 – 11/2025

- Managed the queen's calendar, including scheduling and meeting coordination.
- Planned and executed assigned projects aligned with organizational objectives.

- Developed proposals and secured partnerships, enhancing organizational impact.
- Coordinated events, monitored budgets and resources to improve efficiency and deliverables.
- Managed travel planning and logistics.

CONTENT STRATEGIST

Glimpse Solution | 03/2024 – 01/2025

- Worked with cross-functional teams, content and marketing teams to conduct customer research to support new product launches.
- Planned and developed content strategies to improve customer engagement.
- Researched and produced high-quality content across multiple subject areas.
- Helped team track and manage progress.

EDUCATION

Bachelor of Science (B.Sc.) in Computer Science, University of Nigeria, Nsukka — July 2023

Relevant Coursework: Introduction to Computer Systems, Database Management, Operations Research, Statistics, Performance Evaluation.

CERTIFICATIONS

- Administrative Professional Foundations (2018) – LinkedIn Learning
- Data Analytics Essentials – CISCO Networking Academy
- Soft Skills Training – Jobberman
- Scrum Fundamentals Certified (SFC™) – SCRUMstudy

SKILLS

Technical & Methodological Skills

Agile & PM Tools: Scrum, Jira, Confluence, Asana

Calendar Management: Google Calendar, Microsoft Outlook

Other Tools: MS Office, Google Workspace, Excel, Canva, Slack

Soft Skills

Communication

Attention to Detail

Problem-solving

Team Collaboration