

IFEOLUWA ESTHER AROWOSEGBE

4, London Road, Yaxley, Peterborough | (0) 7425794856 | ifeoluwaarowo@gmail.com

Profile

Driven Administrator and Executive Assistant adept at developing detailed administrative and procedural processes that reduce redundancy, improve business efficiency, and achieve organizational objectives. Over 4 years of experience supporting leaders in management and executive roles and customer/client service.

Professional Experience

S&B Ekwundayo New Zealand Limited (February 2021- December 2023)

Executive Assistant

- Providing strategic oversight of the administrative and executive support needs of the Chief Executive Officer.
- Attending to all matters that can be handled at an Executive Assistant level and providing efficient clerical and administrative support.
- Establishing and maintaining comprehensive and effective systems for the management of the Organization.
- Scheduling and managing meetings/appointments with potential clients, arranging travel, handling speaking requests, and anticipating information required by all parties.
- Organising meetings, training seminars and workshops and retreats including notifying attendees, collecting agenda items, circulating agenda documents / material, and taking minutes of the meetings as required.
- Assisting with managing workload and meeting deadlines by prioritising and managing correspondence, screening communications, and providing information needed to support decision making about diary/calendar commitments.
- Send proposals to prospective clients and leads, and onboarding new clients, as required.
- Be the face of the brand when required, and effectively manage relationships with clients and provide support when required.
- Maintain confidentiality and protect operations by keeping information confidential.
- Assist in managing output, workflow, and deadlines.
- Prioritising and managing correspondence and incoming emails
- Keeping and maintaining Customer Relationship Management system/Mailing List/Database of clients.
- Effective content creation for social media, blog posts, books, podcasts, and email marketing for the growth of the Organization.
- Creating PowerPoint presentations and other materials required for conferences, meetings, training, and workshops.
- Creating invoices for clients and following up as and when due.
- Communicating pricing and value capture with clients.
- Proactively working to improve templates, worksheets, and resources.
- Creating and Administering courses online for the School of Purpose and Influence; a subsidiary of the Organization.
- Manage social media and websites in ways that effectively represent the Organization.

Byinks International Investment Limited, Alausa, Lagos (December,2019- December 2020)

Senior Executive Assistant, Operations Department

- Leading a team of young professionals towards executing specific charitable or business project(s);
- Responsible for executing the Company's business and strategy and identifying opportunities to pursue and invest in;
- Supervise operational plans and ideas involving the day-to-day operations of the organisation;
- Contributed to developing the revenue and profit growth plan for the e-commerce business;
- Championed successful contract negotiations and deliberations with prospective clients and business partners;
- Ensure overall leadership of the corporate social responsibility initiative(s) of the company.

Wole Oyero & Co, Abeokuta, Ogun (March – August 2019)

Junior Counsel

- Assisted the Principal in legal duties including court attendance for full criminal litigation, civil litigation, and Alternative Dispute Resolution
- Served as Legal Researcher to authorise a subsequent case or previous judicial precedent using both online and offline sources
- Assigned duties to staff and archived data for easy sorting and research purposes
- Drafted legal documents to assist the principal in fulfilling project requirements

Ministry of Justice, Ikot-Ekpene, Akwa Ibom (January-December 2018)

Pupil State Counsel

- Conducted research under the supervision of the Assistant Director to answer legal questions and check for legal precedents that can be used in a brief or trial
- Engaged in criminal litigation and practice to ensure the need for strong advocacy, listening and legal communication on behalf of the State Government
- Functioned as legal communication personnel for Head of Litigation, addressing how legal practitioners can use inform theories to communicate practices effectively
- Drafted legal documents including motions, letters, brief, memo, and other vital documents
- Ensured archiving of data using the storage facility available to allow easy sorting and retrieval for colleagues, lawyers, and clients to retain information for future reference or regulatory compliance.

D.F.O Olaniyan & Co Chambers (Grace Chambers), Ile-Ife, Osun (June-July,2017)

Legal Extern

- Assisted in drafting various legal documents and processes.
- Participated in client interviews and counselling.
- Conducted legal research using online and offline sources.
- Engaged in administrative duties such as filing, copying, and staffing receptionists' desks.
- Assisted with preparation for trials, hearings, and depositions.

Education

- **Masters in Project Management** (MSc.), University of Bedfordshire (2024)
-Dissertation on Leadership Strategies in Crisis Management for Project Success
- **Barrister at Law** (B.L.), Nigerian Law School, Lagos (2017)
-Specialisation in Corporate Law, Property Law
- **Bachelor of Law** (Second Class Upper), Obafemi Awolowo University Osun State, Nigeria (2016)
 - Courses included Law of Contract, Commercial Law, Energy Law
 - Best graduating student in Commercial Law
 - Long Essay on Oil and Gas in Nigeria – Findings revealed that there is need for a structured approach and less government interference in the Oil and Gas Industry. This would be necessary in areas of commercial gas pricing framework, gas flaring, gas utilisation and downstream production which currently involves the Nigerian National Petroleum Commission. Such restructuring would bring about availability of petroleum products, encourage private sector participation and execution of various laws in the Petroleum Sector.
- **WASSCE**, Emmanuel College, Abeokuta, Nigeria (2009)
 - Best Graduating Student in Literature-in-English, Commerce, Christian Religious Studies.

Leadership & Volunteering Experience

- Volunteer, The National Anti-Corruption Volunteer Corps (An Integrity Promotion Programme of the Independent Corrupt Practices and other Related Offences Commission (ICPC))
- Editor-in-Chief, CAC Youth Fellowship, Obafemi Awolowo University
- Volunteer, Byinks Foundation.
- Project/Conference Manager, Influence Conference 2021 & 2022.
- Volunteer, Transformational Leadership Colloquium, 2024.

Scholarships & Awards

Prince Bola Ajibola Prize, Best Graduating Student in Commercial Law

Chief E.A Shonekan Prize, Best Graduating Student in Commercial Law

Emmanuel College Awards, Best Graduating Student in Literature-in-English, Commerce, Christian Religious Studies International Home School Awards, 3rd Best Graduating Student.

Computer Skills: Proficiency in Microsoft 365 & Google Suite

Skills

- Good Analytical and Logical Reasoning
- High level of Integrity and Professional Accountability.
- Teamwork skills.
- Excellent Verbal and Written Communication skills.
- Strong Interpersonal Skills.
- Proficient in the use of Technology.

Activities and Interests

Travelling and Reading

Referees

Available on request.