ZAINAB OLANRELE

EXECUTIVE ASSISTANT | STRATEGIC BUSINESS PARTNER | BUSINESS OPERATIONS | AI CREATIVE SPECIALIST

olanrelezainab3@gmail.com | +234 704 538 0751

LinkedIn • Portfolio • Introduction Video

PROFESSIONAL SUMMARY

Executive Assistant and strategic business support professional with 5+ years of experience supporting executives, founders, and business operations across professional services, real estate, talent management, hospitality, and customer experience. Skilled in executive calendar and inbox management, cross-time-zone meeting coordination, travel planning, stakeholder communication, project coordination, lead generation, and workflow improvement. Also brings hands-on experience in AI-powered creative production and no-code website and application development. Recognized for anticipating executive needs, handling sensitive information with discretion, and turning competing priorities into organized, actionable workflows.

PROFESSIONAL HIGHLIGHTS

- Reclaimed 30+ hours weekly for executives through proactive prioritization, workflow organization, and operational coordination.
- Decluttered and organized 4,500+ emails into structured inbox systems, improving visibility, prioritization, and response management.
- Coordinated approximately 25–30 executive and business meetings weekly across multiple time zones.
- Managed 20+ executive communications, supporting clear, timely, and professional stakeholder engagement.
- Reduced scheduling conflicts by 90% through structured calendar management, reminders, and proactive schedule coordination.
- Introduced project and records-management workflows that improved task visibility, document accessibility, and team accountability.

CORE COMPETENCIES

EXECUTIVE & FOUNDER SUPPORT: Executive calendar management; inbox management; meeting coordination; executive communications; travel planning and itinerary management; stakeholder relations; document preparation; confidentiality.

BUSINESS OPERATIONS & PROJECT COORDINATION: Workflow organization; project coordination; task tracking; SOP documentation; CRM administration; records management; reporting; process improvement; team coordination.

CUSTOMER EXPERIENCE & BUSINESS DEVELOPMENT: Customer support; lead generation; prospect research; client relationship management; conflict resolution; ticket management; partnership coordination; campaign administration.

AI CREATIVITY & DIGITAL DEVELOPMENT: AI-assisted graphic design; motion advertisements; AI storytelling videos; creative production; no-code website development; no-code application development; digital content creation.

PROFESSIONAL EXPERIENCE

AI Creatives Specialist | October 2026 – Present

Daniek eys Studios | Full-time | Remote, Nigeria

- Develop graphic designs and AI-powered visual assets for branding, marketing, and promotional communication.
- Conceptualize and produce motion advertisements and promotional videos, combining visual design, animation, and storytelling.
- Create AI-assisted storytelling videos, translating concepts and scripts into engaging audiovisual narratives.
- Design and develop websites using no-code platforms, translating business needs into functional digital experiences.
- Build no-code applications with an emphasis on intuitive user experiences and practical business solutions.
- Apply generative AI and creative technologies to improve content-production workflows and support digital innovation.

Executive Assistant to the Chief Executive Officer | September 2026 – Present

Remote | Innovasol Enterprise | Full-time

- Provide executive and administrative support to the CEO, helping coordinate priorities, schedules, communications, and day-to-day business requirements.
- Coordinate meetings, manage calendar commitments, and support communication across stakeholders and time zones.
- Assist with travel planning, itinerary preparation, documentation, follow-ups, and other executive logistics.
- Organize information, maintain business documentation, and support operational workflows with discretion and attention to detail.
- Track assigned priorities and coordinate follow-ups to help ensure timely execution of executive and operational tasks.

Talent Manager | September 2026 – Present

Remote | ANI Talent

- Manage brand partnership opportunities and campaign communications on behalf of a represented creator.
- Research and assess partnership opportunities across creator and influencer marketing platforms, including Popular Pays, LITe, Odience, and Upfluence.
- Coordinate brand outreach, applications, campaign requirements, deliverables, timelines, and follow-ups.
- Support partnership negotiations by clarifying compensation, usage rights, deliverables, and campaign expectations.
- Maintain campaign and PR tracking records and coordinate communications with brands, agencies, and other stakeholders.

Executive Assistant | August 2026 – November 11, 2026

Remote | Afriment

- Provided general executive and administrative support, coordinating schedules, communications, and day-to-day priorities.
- Conducted lead generation and prospect research to identify potential clients and business opportunities.
- Organized business documentation, maintained records, and supported administrative correspondence.
- Coordinated meetings, tracked assignments, and assisted with timely follow-up on business priorities.
- Conducted online research and supported reporting, information gathering, and general operational tasks.

Executive Assistant to the Lead Partner | October 2022 – June 2026

JurisAttorney L.P. | Hybrid

- Managed complex executive calendars and coordinated 20+ weekly meetings, proactively preventing conflicts and protecting high-priority commitments.
- Prepared daily schedules, reminders, and priority updates to support executive productivity and timely decision-making.
- Designed and implemented a digital filing and records-management system, improving document accessibility and workflow efficiency.
- Managed confidential legal documents, client records, and executive communications with discretion and accuracy.
- Introduced Trello for task delegation and progress tracking, strengthening team collaboration and accountability.
- Coordinated meetings, travel arrangements, legal correspondence, and administrative logistics.
- Tracked expenses, reimbursements, and financial records, and prepared reports, presentations, and executive documentation.

Executive Assistant to the CEO | December 2023 – November 2025

Brookfield Realty & Investment Ltd. | Remote

- Managed the CEO's calendar and coordinated meetings across multiple time zones.
- Maintained a database of 400+ property records and structured spreadsheets, ensuring data accuracy and accessibility.
- Communicated with property owners and stakeholders across multiple countries, coordinating updates and documentation.
- Monitored real estate development projects, tracked milestones, and prepared weekly operational reports for the CEO.
- Supported expense tracking, reimbursements, confidential records, and day-to-day business operations.

Front Desk Receptionist | September 2021 – September 2022

BlueApple Hotel & Spa

- Served as the first point of contact for clients and visitors, delivering a professional and welcoming experience.
- Managed incoming calls, appointments, correspondence, and meeting-room schedules.
- Maintained organized records and supported daily administrative operations.
- Responded to client inquiries and coordinated with internal teams to support efficient service delivery.

Customer Support Specialist | February 2020 – August 2021

Titilayo Travels and Tour | On-site

- Supported customers across phone, email, and digital channels, resolving travel-related inquiries and service issues.
- De-escalated a high-risk customer dispute through proactive communication and solution-focused problem-solving.
- Coordinated international travel bookings, schedules, and client communications.
- Maintained sensitive customer records, booking documentation, and transaction information accurately and confidentially.
- Collaborated with internal teams to resolve customer issues and maintain positive client relationships.

EDUCATION

Higher National Diploma (HND), Estate Management and Valuation | The Ibarapa Polytechnic, Eruwa | 2022

PROFESSIONAL CERTIFICATIONS

- Executive Assistant Skills Training | Alison | April 2026
- Intensive Virtual Assistant Certification | Career Crafters Academy | March 2026
- AI Fluency: Framework & Foundations | Anthropic Education | May 2026
- Customer Support Professional Certificate | Coursera | February 2025
- Administrative Assistant & Secretarial Science | Alison | June 2023

TOOLS & TECHNOLOGY

AI & Creative Production: ChatGPT, Claude, Gemini, Perplexity AI, Google Flow, ElevenLabs, Canva, CapCut

No-Code Development: Lovable, Base44

Automation: n8n, Zapier, Make

Project & Productivity: Google Workspace, Microsoft Office, ClickUp, Trello, Asana, Monday.com, Notion, Airtable, Slack, Zoom

CRM & Customer Support: HubSpot, Salesforce, Zendesk, Freshdesk, Intercom

LEADERSHIP & COMMUNITY INVOLVEMENT

Community Manager, OZF Career Growth Community: Facilitated member engagement, coordinated community activities, shared career-development resources, organized content, moderated discussions, and supported community initiatives.