Stephanie Chidera Ani
UTC/GMT +1 hour | +2349126385815 |
anistephanie52@gmail.com | LinkedIn: Stephanie Ani

PROFESSIONAL SUMMARY

Executive Assistant and operations professional with experience supporting senior leadership, coordinating executive schedules and international travel, managing correspondence and documentation, and driving follow-ups across internal and external stakeholders. Experienced in coordinating activities across 8 countries/teams, managing complex logistics, handling confidential information and resolving operational issues with minimal supervision. Known for taking ownership of details, anticipating operational needs and following tasks through to completion while maintaining a high standard of professionalism.

CORE COMPETENCIES

Calendar & Schedule Management | Email & Inbox Management | Executive Correspondence | Meeting & Briefing Preparation | Executive & Administrative Support | Travel Planning & Itinerary Management | Stakeholder Management | Cross-functional Coordination | International & Time-Zone Coordination | Action Point & Follow-up Tracking | Confidential Information Management | Event & Conference Coordination | Workflow & Task Management | Problem Solving & Issue Resolution | Research & Information Synthesis

PROFESSIONAL EXPERIENCE

EXECUTIVE SECRETARY
African Young Diplomats Forum (AYDF) | 2024 – Present

- Coordinate executive administration, meetings and organisational priorities, helping leadership commitments and governance processes stay organised.
- Prepare meeting agendas, minutes, reports, correspondence, presentations and briefing materials to support decision-making and stakeholder engagement.
- Track action points and follow-ups, helping ensure agreed tasks move forward after meetings.
- Coordinated international travel for LASU student delegates attending the AYDF Annual Conference in Sierra Leone, supporting planning and travel logistics through arrival and onward movement.
- Maintain confidential records and structured organisational documentation to support continuity and efficient information retrieval.

EXECUTIVE ASSISTANT
Pathways Pro Initiative | October 2023 – December 2024

- Supported executive operations through calendar coordination, meeting arrangements, correspondence and follow-up on leadership priorities.
- Prepared reports, presentations, briefing materials and programme updates for leadership discussions and stakeholder engagement.

- Documented meeting decisions and tracked action points to support accountability and timely execution.
- Coordinated digital skills programmes across Nigeria, Zambia and Benin Republic, aligning facilitators, volunteers, participants and schedules for programmes serving 80+ participants.
- Conducted research and organised information to support leadership planning and programme implementation.

ADMINISTRATIVE OFFICER
Sphiderass Web | March 2024 – April 2025

- Designed workflow monitoring and task-tracking systems that improved visibility of priorities, strengthened accountability and helped reduce operational bottlenecks.
- Rebuilt the organisation's electronic filing and documentation structure, improving information retrieval, record accuracy and continuity across administrative functions.
- Prepared operational reports and management documentation to support decision-making, performance monitoring and process improvement.
- Coordinated communication between management, staff and clients, resolving operational issues and maintaining continuity across business activities.

CUSTOMER EXPERIENCE OFFICER
CDcare NG | November 2025 – July 2026

- Managed 150+ customer interactions/cases, coordinating with Finance, Logistics, Vendor Management and Operations teams to investigate and resolve issues involving payments, orders, verification and fulfilment.
- Managed escalated cases from investigation through resolution, maintaining clear ownership, documentation and follow-through throughout the process.
- Analysed recurring customer enquiries and operational trends to identify process gaps and opportunities for service improvement.
- Maintained structured case documentation and escalation records, supporting operational visibility, accurate handovers and service continuity.

COMMUNICATIONS OFFICER
Women Empowering Women Initiative (WEWIN) | 2024 – 2026

- Coordinated operational workflows across programmes, ensuring timely information flow between programme teams, partners, volunteers and community organisations.
- Supported the planning and execution of community dialogues, trainings, awareness campaigns and outreach activities, coordinating participants, schedules, resources and implementation requirements.
- Maintained programme records and documentation to support continuity and institutional knowledge.
- Identified coordination gaps and contributed practical improvements to communication and programme implementation processes.

TEAM LEAD, ACCOMMODATIONS — VOLUNTEER
Federation of African University Sports Games | September 2024

- Led a team of 20+ volunteers responsible for coordinating accommodation services for athletes and officials participating in an international sporting event.
- Designed and implemented a centralised accommodation tracking system that improved coordination, reduced response times and enhanced participant experience.
- Coordinated accommodation schedules, participant records and issue resolution while working with multiple operational teams.
- Introduced structured workflows that improved volunteer coordination and accommodation management throughout the event.

TECHNOLOGY & TOOLS

Microsoft Office: Word, Excel, PowerPoint, Outlook
Google Workspace: Gmail, Google Calendar, Google Drive, Google Meet
Project & Workflow: Asana, Trello, Notion
Communication: Microsoft Teams, Zoom, Slack
Scheduling: Calendly, Google Calendar, Microsoft Outlook Calendar
Data & Forms: Airtable, Microsoft Forms, Google Forms
Design: Canva

EDUCATION

Bachelor of Laws (LL.B.) — Law
Lagos State University, Lagos | ***August 2021 – 2025***

SELECTED CERTIFICATIONS & LEADERSHIP

- Virtual Assistant Programme — ALX Africa
- Millennium Campus Fellow | 2024
- Fellow — Ibile Women in Policy Fellowship
- Chatham House Summer School Alumni | 2023
- Aspire Institute Alumni | 2024
- Deputy Campus Director — Hult Prize, Lagos State University
- President — LASU Student Ambassadors | 2024–2025