

ADEPOJU ABIKOYE

Executive Assistant • AI-Powered Operations & Project Delivery

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PROFESSIONAL SUMMARY

Executive support professional and project manager who pairs a decade of stakeholder coordination, sales, and communications experience with advanced, hands-on mastery of Claude AI. I use Claude daily as an operating partner — drafting, research, planning, automation, and building — and have independently shipped 20+ production web and mobile applications with it, several live on Google Play and in commercial use. I turn ambiguous goals into organized, delivered outcomes, communicate clearly across teams, and exercise discretion and reliability. I am the person who makes an executive faster by extending their reach with AI.

CORE STRENGTHS

Executive & Admin	Calendar and inbox triage, meeting prep, follow-ups, travel and logistics coordination, document preparation
AI Operator (Claude)	Claude / Claude Code power user, prompt design, research synthesis, drafting, workflow automation, AI-assisted delivery
Project Management	Scoping, scheduling, prioritization, stakeholder alignment, tracking deliverables to completion
Communication	Clear written and verbal communication, PR & advertising background, discretion and professionalism
Ops & Tools	Vercel, Supabase, GitHub, Google Workspace, project trackers; comfortable learning any new tool quickly

AI-DELIVERED PROJECT PORTFOLIO — www.ax3media.net/work

A portfolio of 20+ real products designed, built, and shipped independently using Claude AI — direct evidence of what disciplined AI operation and project follow-through can produce. Selected highlights:

- **Live mobile apps (Google Play production):** *Odù — Learn Yoruba*, an educational game with 34 units and 30,000+ levels, tonal audio courses and in-app billing; plus fitness and dating apps built in React Native / Expo.
- **Full-stack platforms:** *Ayasumar* and *Trumax* gym-management systems (Next.js admin + web + React Native mobile on Supabase), with live domains, push notifications and role-based access.
- **Business & marketing sites:** premium sites and admin CMSs for a law firm, an auto dealership, a luxury furniture brand, a fashion academy and a car-hire company — several live on custom domains.
- **AI SaaS tools:** *OddsLens* (honest sports odds analysis), *Social Studio* (AI social-media manager), *The Bag Journal* (one-click AI blog generator) and an academic-writing platform.
- **Breadth:** consistently scoped, built, verified and deployed each project end-to-end — the same organize-plan-execute-deliver discipline that defines strong executive support.

PROFESSIONAL EXPERIENCE

Project Manager — Double Accord Resources Ltd, Lagos

January 2017 – Present

- Provide clear direction to internal teams, setting expectations and deadlines for deliverables.
- Identify gaps across projects and strategies and recommend resolution methods.
- Resolve conflicts and negotiate successful solutions with internal and external stakeholders.

Sales Manager — Deljo Autos Ltd, Lagos

April 2014 – December 2016

- Supported development and deployment of marketing strategies.
- Analyzed sales data to identify trends and make recommendations for improvement.

Cybersecurity Management Job Simulation — ANZ Banking Group (Forge)

October 2023

- Completed a simulation identifying cybersecurity threats; investigated suspicious emails and analyzed packet-capture data with open-source tools.

EDUCATION & CERTIFICATIONS

- **PGD, Public Relations & Advertising** — Nigerian Institute of Journalism, Lagos (2016–2018)
- **BSc, Business Administration** — Lagos State University, Lagos (2008–2012)
- Pursuing **CompTIA Security+** and **ISC2 Certified in Cybersecurity (CC)**; multiple cybersecurity training certificates.

LANGUAGES & COMMUNITY

- **Languages:** Yoruba (Native) • English (Expert) • French (Beginner)
- **Volunteer:** Evangelism Unit, Household of David Church (2022–present); Bluelily Initiative environmental outreach (2023–present).