

Blessing Williams

Executive Assistant | Operations & Stakeholder Coordination

Ikotun, Lagos State, Nigeria

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Fluent English. Available to work ET / CT / PT/ MT

PROFESSIONAL SUMMARY

Executive Operations Assistant with 4+ years supporting C-level leaders in nonprofit and government advisory roles. Specialized in calendar management, stakeholder coordination across multiple time zones, meeting documentation, and driving follow-through on cross-functional projects. Proven ability to turn complex updates from govt agencies, vendors, and international partners into clear 1-page exec briefs. Advanced user of Google Workspace, Notion, Slack, and AI tools to cut admin time by 40%. Seeking a remote Exec Ops role to support senior leaders and keep strategic initiatives moving.

CORE SKILLS

Executive Calendar Management | Meeting Notes & Action Tracking | Stakeholder Communication | Project Coordination | Report Preparation | Deadline Management | Cross-functional Communication | Issue Escalation | Research & Briefing Docs | Google Workspace, Notion, Slack, Zoom, Otter.ai, Fathom, Wispr, ChatGPT, Calendly

PROFESSIONAL EXPERIENCE

Executive Assistant to Senior Political Advisor to the President

Executive Mansion | Monrovia, Liberia |

January 2024 – April 2026

1. Managed Calendar and Stakeholder communications across govt ministries, donors, and international partners in 3 time zones
2. Prepared 1-page briefing docs for high-level meetings, summarizing objectives, risks, and 3 key talking points
3. Documented meetings with Fathom/[Otter.ai](#) + action item tables. Sent summaries + follow-ups within 2 hours to ensure accountability
4. Coordinated urgent updates between the Office of the Senior Political Advisor and the Office of the President, ministries, and external vendors. Flagged delays early with 2 proposed solutions

Executive Assistant to Founder/CEO

MacDella Cooper Foundation | Monrovia, Liberia |

March 2022 – April 2026

1. Owned day-to-day ops for CEO: inbox triage, travel logistics, vendor coordination, and board reporting
2. Built Notion tracker system for the programs team. Reduced missed deadlines by 60% through weekly status pings on Slack and RAG tracking: Red/Amber/Green
3. Drafted donor reports and proposals by consolidating inputs from programs, finance, and M&E teams
4. Served as primary liaison between MCF, government agencies, and development partners for project execution

CURRENT IN-PROGRESS PROJECTS 2026

Project Lead Coordinator - Easy Continental Travel Agency | 2025 - Q4 2026

Facilitating the actualization of Easy Continental Travel Agency becoming Liberia's designated airline by Q4 2026.

1. Coordinate weekly updates between the Easy Continental technical team, the Ministry of Transport, the Liberia Civil Aviation Authority, and legal/finance advisors
2. Consolidate regulatory, operational, and financial inputs into a single exec brief for leadership decision-making
3. Track milestones and flag risks early to keep the Q4 2026 timeline on track

Organizing Partner Coordinator - ACBIS Guangzhou | April 2026 - Nov 2026

Organizing partner to Plus Alliance Meridian Ltd PAM for Africa-China Business & Investment Summit, Guangzhou, China: Nov 18-21, 2026.

1. Liaise between PAM, China team, GNCCI leadership, and Nigeria SMEs for exhibition slots, visas, and logistics
2. Maintain master stakeholder tracker for 20+ SMEs, sponsors, and govt partners. Send weekly status updates
3. Prepare post-event impact reports tracking deals closed, partnerships formed, and bank LC volume generated

EDUCATION

B.Sc. in Applied/Environmental Biology (Microbiology)
Rivers State University of Science and Technology, Nigeria

CERTIFICATIONS

Executive Assistant Skills – Alison

Project Management – Open University UK & TeamGantt

Project Management – Google (Coursera) [In Progress]

English Proficiency – EF SET (Advanced Level – C1)

