EVEREST ODERA OUKO

Executive Assistant | Senior Leadership Support | Global Executive Operations

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PROFESSIONAL SUMMARY

Executive Assistant and administrative operations professional with over six years of progressive experience across administration, executive support, stakeholder coordination, and business operations, including nearly three years providing direct support to C-suite executives and senior leadership teams. Experienced in managing multiple complex calendars, coordinating competing priorities across international and multi-time-zone environments, preparing executive presentations and meeting packs, supporting leadership meetings and governance calendars, and managing international travel and executive expenses. Recognized for sound judgment, discretion, proactive problem-solving, stakeholder coordination, and reliable follow-through. Advanced proficiency in Microsoft 365, including Outlook, Teams, PowerPoint, Word, Excel, and SharePoint.

CORE COMPETENCIES

C-Suite and Senior Executive Support | Complex Calendar Management | International and Multi-Time-Zone Scheduling | Executive Priority Management | Stakeholder and Cross-Functional Coordination | Matrixed Organisation Coordination | Executive Correspondence | Confidential Information Management | Executive Presentations and Meeting Packs | Leadership Meetings, Workshops and Events | Governance Calendars and Departmental Planning | International Travel Coordination | Executive Expense Management | Action and Deadline Tracking | Project Coordination | Microsoft 365 and SharePoint | SOP Development and Process Improvement

PROFESSIONAL EXPERIENCE

Executive Assistant **February 2026 - Present**

Seranova Bio | Remote, Full-Time

Supporting the Chief Scientific Officer

- Provide direct executive support to the Chief Scientific Officer, managing a complex calendar across multiple time zones and coordinating 40+ monthly meetings, leadership commitments, and external partner engagements.
- Proactively anticipate and resolve scheduling conflicts to protect executive focus time and maintain uninterrupted delivery of leadership commitments.
- Prepare and coordinate executive presentations, agendas, briefing materials, and meeting packs for leadership meetings and recurring executive cadences.
- Maintain governance calendars, planning deadlines, and action registers, ensuring visibility and accountability across recurring leadership commitments.
- Manage confidential executive correspondence across internal and external stakeholder groups, maintaining sub-24-hour response times on priority matters.
- Coordinate domestic and international travel, including bookings, itineraries, and logistics for conferences and partner engagements.
- Hold exclusive access to the executive's Ramp account, reconciling and categorizing expenses and maintaining accurate records; use Excel-based trackers to analyze spending patterns and recommend opportunities to reduce unnecessary expenditure.
- Develop and maintain SOPs for recurring administrative workflows and serve as a trusted coordination point between the executive and internal and external stakeholders.

Virtual Assistant **January 2025 - January 2026**

Seamless Assist | Remote, Project-Based Engagement

C-Suite Executive Support | Global Recruitment and Administrative Operations

- Provided administrative and coordination support to C-suite executives and US-based leadership, managing scheduling and shifting priorities across 60+ monthly leadership, recruitment, onboarding, training, and review activities.
- Prepared agendas, briefing materials, and trackers for leadership and operational meetings, supporting clear and timely information flow across executives, hiring managers, and cross-functional stakeholders.

- Coordinated across multiple leadership teams and stakeholder groups within a matrixed, cross-functional operating environment, managing competing priorities and dependencies.
- Maintained recruitment trackers, employee records, and administrative documentation, supporting accurate visibility into staffing and onboarding activity for leadership.
- Administered external service-provider contracts, reviewed contractor invoices against approved services, and processed payments while maintaining accurate supporting documentation.
- Developed SOPs for recruitment, onboarding, and administrative processes, improving consistency and follow-through across leadership, trainers, and managers.

Executive Assistant **October 2023 - December 2024**

Athena | Remote

C-Suite Executive Support | Dual Executive Calendar and Correspondence Management

- Provided direct executive support to two C-suite executives, managing concurrent calendars and coordinating 50+ weekly appointments while maintaining a conflict-free scheduling record.
- Evaluated and prioritized meeting requests based on urgency, stakeholder requirements, and business impact, proactively resolving conflicts and negotiating alternative arrangements to protect independent and competing executive priorities.
- Coordinated executive and leadership meetings, including agendas, presentations, briefing materials, and post-meeting follow-up.
- Maintained governance activities, planning commitments, and action-item trackers across recurring leadership responsibilities.
- Triaged and drafted responses to 200+ weekly executive emails and inquiries, reducing average response time from 48 hours to under 12 hours.
- Served as primary point of contact among executives, clients, vendors, and external stakeholders, coordinating across multiple stakeholder groups within a fast-paced, cross-functional environment.

Customer Experience Specialist **July 2019 - October 2023**

Ezen Partners Ltd. | Real Estate Industry | On-Site and Remote

- Managed 50+ weekly client inquiries across phone, email, and chat, coordinating appointments and structured follow-up.
- Maintained accurate client and administrative records across 100+ active accounts, supporting reliable information retrieval and service continuity.
- Resolved escalated client matters through cross-team coordination, contributing to a 90% client-satisfaction score and a 25% reduction in average inquiry-resolution time, building the stakeholder management and problem-solving foundation for progression into executive assistance.

EDUCATION

Master of Business Administration (MBA), In Progress, Woolf University, Expected 2026

Bachelor of Arts, Laikipia University

TECHNICAL PROFICIENCY

Microsoft 365: Outlook, Teams, PowerPoint, Word, Excel, SharePoint

Google Workspace: Gmail, Calendar, Docs, Sheets, Drive

Expense Management: Ramp

Project and Scheduling Tools: Asana, Trello, ClickUp, Calendly

CRM and Records Management: GoHighLevel, HubSpot, Zendesk, Freshdesk

Communication: Slack, Zoom

Workflow Automation: Claude AI, Basic MCP Integrations, ChatGpt, Apollo, Instantly, GoHigh Level

LANGUAGES

English: Full Professional Working Proficiency