

JANET OMOWUNMI OGUNS

EXECUTIVE OPERATIONS | AI & WORKFLOW AUTOMATION | FOUNDER SUPPORT

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PROFESSIONAL PROFILE

Executive operations and automation professional with 3+ years of experience supporting founders and teams across Nigeria, the US and UK. Combines executive scheduling, stakeholder coordination, travel and programme operations with practical workflow design using Google Apps Script, Make, Zapier, n8n and no-code platforms. Builds connected systems for enrollment, records, follow-ups and self-service processes, informed by hands-on operational experience.

CORE CAPABILITIES

EXECUTIVE & OPERATIONS | Founder/CEO support • Calendar and inbox management • Complex travel planning • Stakeholder communications • Programmes and events • Process improvement • Recruitment coordination • SOPs
SYSTEMS & AUTOMATION | Workflow mapping • Google Apps Script • Google Sheets • Make • Zapier • n8n • Airtable • Base44 • AI-assisted research • Student onboarding • Data organisation

PROFESSIONAL EXPERIENCE

Personal & Executive Assistant | AgroTowers, Nigeria | Apr 2023 – Aug 2026

- Provided confidential executive and personal support to the CEO, managing dynamic schedules, appointments, travel, vendors and competing priorities.
- Coordinated an eight-destination family trip across Asia, including accommodation, activities, transport and varied traveller preferences.
- Built a personalised Base44 travel hub to centralise itineraries, reservations and key travel information, reducing repeated information requests.
- Supported early operations of a hydroponic farming venture through research, coordination and administrative planning.

Communications & Development Lead | Be The Change Collective, USA (remote) | Mar 2025 – Sep 2026

- Coordinated 13 virtual events and supported communications for seven in-person events, spanning speakers, schedules, promotion and follow-up.
- Supported the launch of BTC@Work, a corporate wellness initiative, through programme and stakeholder coordination.
- Created repeatable communications templates, content workflows and SOPs; recruited and onboarded two remote team members.

Co-Founder, Operations & Automation | NovaSync Solutions, Nigeria | 2025 – Present

- Co-founded an AI and digital solutions business delivering training, websites and practical business automation.
- Built a course enrollment landing page and a Google Apps Script workflow that processes Selar sale notifications, checks payment references, updates Google Sheets and sends welcome emails.
- Coordinated student communications, programme logistics and administrative workflows; estimated five hours of manual work saved on busy registration days.

PROFESSIONAL EXPERIENCE, CONTINUED

Administrative Assistant & Operations Coordinator | Moving Forward Post Miscarriage, UK (remote) | Mar 2025 – Jan 2026

- Managed inboxes, schedules, confidential client records and administrative coordination across time zones.
- Organised virtual support sessions and wellness programmes, maintaining communication, documentation and follow-ups.

Head Administrative Coordinator | Victorian Foundation, Nigeria | Jan 2025 – May 2025

- Coordinated a three-month technology training programme for over 100 students across multiple learning tracks.
- Oversaw administrative and communications activities; built Google Sheets attendance and outreach trackers and supported coordination with Apps Script.
- Recruited and trained replacement volunteers and helped coordinate two community events.

Recruitment Operations Assistant | LINC Technology LLC, Florida, USA (remote) | Jan 2024 – Nov 2024

- Maintained applicant tracking for 30+ vacancies and structured more than 2,000 candidate records in Google Sheets.
- Coordinated candidate communication, interview scheduling, CV screening and follow-ups; supported recruitment operations contributing to 20 placements in three months.

SELECTED SYSTEMS & AUTOMATION PROJECTS

GRADUATION & CERTIFICATE HUB | Base44, Google Sheets, Apps Script, Gmail, Google Slides

Built a self-service portal linking recorded grades and eligibility checks to certificate claims and email delivery for qualifying students.

COURSE ENROLLMENT & ONBOARDING | Base44, Sellar, Google Apps Script, Google Sheets, Gmail

Connected sale-notification processing, duplicate reference checks, enrollment records and personalised welcome emails.

EXECUTIVE TRAVEL HUB | Base44

Centralised flight details, accommodation, itinerary and destination activities for a multi-stop executive family trip.

JOB DISCOVERY WORKFLOW | n8n, Docker, job-board APIs, Google Sheets

Built a self-hosted workflow collecting recent job listings via APIs, organising results in a spreadsheet and triggering notifications.

TOOLS

EXECUTIVE & COLLABORATION | Google Workspace, Notion, Slack, Zoom, Calendly, Trello, Monday.com

AUTOMATION & SYSTEMS | Google Apps Script, Make, Zapier, n8n, Airtable, Base44, HubSpot, GoHighLevel

GENERATIVE AI | ChatGPT, Claude, Gemini

TRAINING & EDUCATION

No-Code Automation, Witty Automations (2026) | In-Demand IT Skills, Digital Witch Support Community (2025)

Virtual Assistant Training: DEXA, ALX Africa and Erin Booth (2024)

OND, Library & Information Science | The Polytechnic, Ibadan, Nigeria (2019)