

MIRACLE ADERIBIGBE

Lagos, Nigeria

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PROFESSIONAL SUMMARY

Detail-oriented professional with a strong academic foundation in Political Science (Policy and Administration) and English Language Education, combined with practical experience in administration, institutional coordination, communication and operations support. Recognized for strong written and verbal communication skills, with additional entrepreneurial experience in business management and digital communication, and a consistent commitment to growth, efficiency, and professionalism.

CORE SKILLS

- Administrative and organizational skills
- Research and analytical skills
- Operational and logistics coordination
- Records and correspondence management
- Advanced proficiency in Microsoft Office Suite
- Exceptional written and verbal communication
- Independent and team collaboration abilities
- Effective customer service and interpersonal skills
- Self-motivated with strong time management skills.

WORK EXPERIENCE

Executive Administrative Assistant

West African College of Surgeons, Lagos, Nigeria.

Jun 2025 – May 2026.

- Managed the college reception and handled day-to-day front desk operations, serving as a key contact point for visitors, medical professionals, and institutional enquiries.
- Handled the documentation, recording, sorting, and departmental distribution of official correspondence to support timely communication within the college.
- Built strong multitasking, record management, communication, and organizational skills

while working in a fast-paced professional environment.

- Participated in examination coordination activities during official assignments to Ibadan, assisting with logistics, hotel inspections, transportation arrangements, and general administrative support.
- Worked closely with senior administrative personnel on operational tasks relating to coordination.

Research Assistant

Trace Academia, Lagos, Nigeria.

Jun 2023 – Dec 2023

- Assisted in the evaluation and review of youth-focused development programs, including the Mastercard Trace Academia external programme, through data review, reporting, and documentation support for youth development initiatives.

Servicom and Gender - Youth Advocacy

Aje Comprehensive Junior High School, Yaba, Lagos, Nigeria.

Sept 2022 – May 2023

- Facilitated career guidance and personal development sessions for JSS3 students.
- Delivered interactive presentations on skill acquisition, highlighting the importance of vocational and digital skills for
- personal and professional growth; engaged students in discussions on career planning, goal setting, and informed
- decision making.
- Conducted community outreach activities aimed at empowering young people through education and mentorship.
- Collected and documented survey data to support programme evaluation and measure participant engagement and learning outcomes.

Volunteer

Nigerian Red Cross Society, Motherless and Abandoned Babies Home, Lagos, Nigeria.

Jul 2019 – Jun 2020

- Participated in community outreach initiatives aimed at supporting vulnerable children and promoting social inclusion.
- Engaged children through interactive activities, conversations, and mentorship to foster a positive and supportive environment; assisted in the distribution of donated items, including food, clothing, and essential supplies.
- Collaborated with fellow volunteers to organize and coordinate visitation activities.
- Demonstrated empathy, compassion, and professionalism while interacting with children and caregivers.

- Contributed to awareness efforts on the importance of community service and social responsibility.
- Supported the planning and execution of volunteer activities to ensure a meaningful and impactful experience.

EDUCATION

Ahmadu Bello University, Nigeria.

BSc. Political Science

Nov 2018 – Dec 2024.

COURSES & CERTIFICATIONS

- Human Resource Management (HRM)

De Nexcred International Ltd, August 2026.

- Customer Service Relationship Management (CSRM)

De Nexcred International Ltd, August 2026.

- Health, Safety and Environment (HSE)

De Nexcred International Ltd, August 2026.

- Project Management Professional (PMP)

De Nexcred International Ltd, August 2026.

- General Health, Safety and Environment

De Nexcred International Ltd, August 2026.

- BE SAFE

United Nations Department of Safety and Security (UNDSS), June 2026.

- How to Manage AI and Data Responsibly

Datocracy, April 2025.

INTERESTS

- Problem solving
- Information Technology
- Data Research.