

FAITH OLANIYI

Executive Operations Leader | Chief of Staff | Strategic Operations & Product Execution

Hybrid — Global Availability · faitholaniyi01@gmail.com · +234 810 370 2624

<https://www.linkedin.com/in/faith-olaniyi/> | www.faitholaniyi.com

Professional Summary

Executive Operations Leader with 6+ years of experience partnering with founders and C-suite executives to drive organisational growth across technology, entrepreneurship, international development, and nonprofit sectors. Chief of Staff-calibre operator with a record of scaling a technology company to approximately 3× year-on-year growth, leading executive operations for a pan-African organisation, coordinating strategic initiatives with governments, investors, and global institutions, and delivering high-impact digital products, programmes, and transformation initiatives. Combines executive strategy, operational excellence, product execution, stakeholder governance, and AI-enabled systems thinking to build high-performing teams, strengthen organisational capability, and translate vision into measurable business outcomes. Active Member, Chief of Staff Association (CSA™).

EXECUTIVE CAREER HIGHLIGHTS

- Contributed to approximately **3× year-on-year growth** in revenue and project volume by integrating product strategy, business development, research, marketing, and talent into a unified growth engine at **Cyclebreeze**.
- Directed the end-to-end development and operational delivery of a **Laboratory Information Management/Laboratory Information System (LIMS/LIS)** for **Target Laboratories (South Africa)**, supporting over **500,000 patient records** and approximately **1,000 laboratory tests daily**.
- Improved executive effectiveness by approximately **30%** and organisational operational efficiency by **20%** as **Chief of Staff** to the President of a pan-African entrepreneurship organisation (A.Y.E.).
- Managed **25+ strategic partnerships** spanning governments, investors, development agencies, and ecosystem partners while maintaining a **92% stakeholder engagement rate**.
- Oversaw the successful delivery of **67+ technology and digital transformation projects** within 12 months across fintech, healthcare, education, NGOs, real estate, e-commerce, corporate, and events sectors.
- Built and led a **33-member remote-first multidisciplinary workforce**, establishing an HR-driven Town-and-Gown talent development model in collaboration with universities.
- Led the launch of **FuturePrepa**, acquiring **1,000+ users within eight weeks**, while driving strategy for a revenue-generating web hosting platform, an AI-enabled ERP solution, and an academic publishing and digital infrastructure platform.
- Served as an **Organising Committee Member** for the **World Trade Organization (WTO)**, "*A Green Trade Agenda for Africa: Towards a Transformative Trade Approach to Strengthen Africa's Climate Mitigation and Adaptation Resilience*," held in **Geneva, Switzerland**, coordinating multi-stakeholder engagement on sustainable trade and climate resilience.
- Co-managed the **Global Entrepreneurship Festival**, delivering two consecutive editions with **5,000+ attendees**, **75+ exhibitors/vendors**, and multiple high-level public and private sector stakeholders.
- Spearheaded a blockchain incubation programme that mentored **10+ startups**, facilitated **20+ strategic partnerships**, and supported top-performing ventures in securing seed funding.
- Trained a cumulative of over **5,000+ entrepreneurs, students, and professionals** in digital literacy, entrepreneurship, and business development while serving as a **Special Assistant** in a Nigerian government and as **Head of Digital Programmes** for a state government agency.

CORE COMPETENCIES

- | | | |
|--|-----------------------------------|-----------------------------------|
| • Strategic Planning | • Programme & Project Management | • Event Operations |
| • Executive Operations | • Business Operations | • CRM Administration |
| • Decision Support | • Growth Strategy | • AI Workflow Design & Automation |
| • Cross-Functional Leadership | • Product Discovery & Roadmapping | • Research & Market Intelligence |
| • Stakeholder & Partnership Governance | • Go-to-Market | • Confidentiality |
| • Operational Systems (SOPs, OKRs, KPIs) | • Vendor Management | |
| • Executive Communications | • Risk Management | |

PROFESSIONAL EXPERIENCE

CYCLEBREEZE — Growth Lead February 2025 – Present

Full-time, Remote · Nigeria · cyclebreeze.com

Technology research, software development, and digital transformation company (dev shop and end-to-end growth partner) serving startups, SMEs, enterprises, governments, educational institutions, and nonprofits. Mandate: lead organisational growth by aligning business development, product strategy, operations, technology delivery, research, marketing, partnerships, and talent into a unified execution framework.

- Aligned six functions — engineering, product, operations, research, marketing, sales — into a unified growth engine, contributing to ~3× year-on-year growth in revenue and project volume
- Oversaw simultaneous delivery of 50+ client solutions in one year across 8+ sectors, maintaining delivery governance, QA, and client-communication standards
- Partnered with HR to build and operationalise a 24-member remote-first workforce, designing a Town-and-Gown talent model anchored around universities; mentored junior team members across functions
- Led discovery, validation, roadmap, and go-to-market for FuturePrepa (EdTech) — 1,000+ users within 8 weeks of launch
- Drove conceptualisation and execution of Cyclebreeze Host, a revenue-generating web hosting platform; led product strategy for Sorinio (AI-enabled ERP) and Afrika Scholar (academic publishing)
- Led first-time participation in the country's largest global tech exhibition and Africa's biggest entrepreneurship event, accelerating brand visibility, ecosystem credibility, and Africa-wide expansion
- Identified and deployed AI adoption opportunities across internal and client operations; designed AI workflows (OpenAI, Claude, Gemini) and automations (Zapier, Make) improving operations and decision-making
- Supported executive decision-making with research, competitive analysis, and strategic recommendations feeding the 2025 roadmap (enterprise systems, EdTech, AI platforms)

AFRICA'S YOUNG ENTREPRENEURS (A.Y.E) — Chief of Staff Oct 2022 – Jan 2025

Full-time, Remote · Nigeria & South Africa · ayeorganization.com

Pan-African entrepreneurship organisation supporting founders, SMEs, governments, investors, and ecosystem partners. Mandate: strategic advisor and execution partner to the President; align organisational strategy, executive priorities, operations, partnerships, and programme delivery across multiple countries.

- Redesigned executive scheduling, prioritisation, and briefing systems, boosting leadership efficiency by 30%; managed confidential communications and strategic correspondence
- Advised leadership on decision-making and resource allocation, driving a 20% increase in operational efficiency
- Cultivated relationships with 25+ partner organisations through structured meeting and update cadences, sustaining a 92% stakeholder engagement rate
- Designed accountability systems tracking 100+ strategic activities across 4 projects, improving on-time delivery; produced executive progress reports and operational dashboards
- Led strategic initiatives supporting the organisation's expansion across three continents
- Co-managed the Global Entrepreneurship Festival — 5,000+ attendees, 50+ vendors, volunteers, and logistics — delivered successfully for two consecutive years
- Accelerated the Entrepreneurship Village's development 3×; as Product Manager, launched a co-work space and 8 entrepreneurship pillars, onboarding 50+ users in the first month

AFRICA BLOCKCHAIN INSTITUTE — Executive Assistant Apr 2020 – May 2021

Full-time, Remote · Rwanda · africablockchain.institute

Innovation and education organisation driving blockchain adoption, startup incubation, executive education, and ecosystem development across Africa. Mandate: support the Executive Director across administration, stakeholder management, programme coordination, CRM, and strategic research.

- Managed the Executive Director's communications and a 500+ contact network, prioritising urgent matters and improving response times by 30%

- Spearheaded the Africa Blockchain Incubation Program — directly mentored 10+ startups and facilitated 20+ strategic partnerships, with the most promising startups securing seed funding
- Tracked and logged 200+ interactions in Salesforce, optimising data accuracy and reporting efficiency
- Researched blockchain trends, producing insights that shaped 3 new training programmes
- Coordinated executive meetings, briefing documents, and confidential information; supported hackathons and the Made in Rwanda Blockchain Incubation

TOOLS and TECHNOLOGY

- | | | |
|--|---|--|
| • Notion, ClickUp, Asana, Trello, Slack, Github | • OpenAI (ChatGPT), Claude, Google Gemini, Microsoft Copilot, Zapier, Make, Notion AI | • Meta Business Suite, Sales Navigator, Apollo.io, Mailchimp, Canva, Zoho Campaigns, Five9, CallHippo, |
| • HubSpot, Salesforce, Pipedrive, Zoho CRM | | |
| • Microsoft 365, Google Workspace, Microsoft Teams, Zoom | • WordPress, Shopify, Wix, | |

EDUCATION

- B.Sc., Pure & Applied Mathematics — Ladoke Akintola University of Technology, 2021
- Chief of Staff Programmes — The Chief of Staff Association (CSA™), 2022

CERTIFICATIONS

- Chief of Staff Core Competency (CSA™)
- PMP Certificate of Completion
- Product Analytics (Product School)
- How to Build Digital Products (Product School)
- Enterprise Design Thinking
- Circular Economy & Sustainability
- Google Online Digital Marketing
- Google Digital Skills for Africa