



ELIZABETH AKINBODE

CHEIF OPERATIONS PROFESSIONAL

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ATLANTA, GA

470-655-9724

EDUCATION

Cornerstone University
Bachelor of Science
in Psychology

SKILLS

- Calendar Scheduling
- Project Management
- Expense Reporting
- Event Planning
- Travel Coordination
- Proactive
- Adaptable
- Organized
- Detail Oriented
- Process Driven

WORK EXPERIENCE

CHEIF OPERATIONS OFFICER

Sneaker Doodle Company, Georgia | September 2021 - Present

- Providing reliable, strategic executive support to the CEO and Commercial Vice President including: heavy calendar management, email inbox management, heavy travel coordination, expense reporting, event planning, and project management.
- Worked closely and effectively with the CEO and VP to keep them informed of top priorities, upcoming commitments, and responsibilities.
- Gathered key data and drafted executive communications on behalf of the CEO & VP.
- Acted as a project manager for strategic company-wide initiatives and held the team accountable to deliverables.
- Led planning, budget management, and execution of internal and external events, including: board meetings, team offsite, and company celebration events, ensuring accomplishments and employee milestones were recognized.
- Facilitated smooth onboarding of direct reports for CEO and VP.
- Processes monthly expense reports.
- Handled highly-confidential and sensitive information with discretion and tact.

CLOUD SECURITY ADVISOR

Global Payments Inc., Georgia | October 2019 - June 2021

- Provided full executive support to the CEO, CMO, CFO & Head of Sales
- Handled correspondence, managed calendars, organized meetings, arranged travel and accommodations, reconciled expenses
- Managed special projects and strategic company-wide initiatives for the executive team
- Led company-wide Diversity Equity & Inclusion program
- Partnered with the People team to build out company-wide HR processes
- Facilitated internal and external offsites, events, and conferences

CLOUD SECURITY ADVISOR

Trusit, Georgia | January 2017 - February 2019

- Handled sensitive correspondence, managed complex calendars, organized meetings, crafted presentations, and arranged travel and accommodations on behalf of the Directors.
- Autonomously made proactive decisions on behalf of the Directors, showcasing exceptional judgment and initiative in maintaining smooth operations even in the absence of direct guidance.
- Proficiently managed accounting tasks including bookkeeping, meticulous financial tracking, and efficient handling of accounts payable and receivable.
- Planned and executed internal and external events and conferences.
- Handled highly-confidential and sensitive information with discretion and tact