

Elizabeth Wanjiru

Executive Virtual Assistant

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Summary

- Executive Virtual Assistant with a background in Product Design, bringing strong organisational, communication and systems-thinking skills to executive support.
- Experienced in executive administration, workflow optimisation, calendar management, email management and business documentation.
- Proficient in Google Workspace, AI productivity tools and process improvement to streamline executive operations.
- Passionate about helping executives save time, improve efficiency and focus on strategic priorities.

Professional Experience

Executive Virtual Assistant

06/2026

Virtual Wanjiru (Portfolio & Independent Projects) 

2026 – Present

- Designed executive workflow systems for inbox, calendar and meeting management.
- Developed executive documentation, SOPs and productivity resources.
- Leveraged AI tools to streamline administrative processes and improve operational efficiency.

Product Designer

06/2025

WaziCare+ 

WaziCare+ | June 2025 – Present

- Designed user-centred digital solutions for maternal healthcare initiatives.
- Collaborated with stakeholders to translate business requirements into product solutions.
- Produced product documentation including PRDs and system requirements.

Co-Founder & Product Designer

01/2025

FosyLabs 

FosyLabs | January 2025 – Present

- Co-founded a technology startup focused on building digital products.
- Led product design, stakeholder collaboration and product planning.
- Established workflows and documentation to support efficient project delivery.

Skills

Technical Skills: Executive Administration • Executive Email Management • Calendar Management • Meeting Coordination • Workflow Optimisation • Google Workspace • Microsoft Office • ChatGPT • Gemini

Career Transition

Career Transition

Transitioned from Product Design to Executive Virtual Assistance to apply my strengths in organisation, systems thinking and workflow optimisation to executive support. Built practical portfolio projects to demonstrate my skills and continue to grow through continuous learning.

Education & Certifications

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Executive Virtual Assistant Certification – Virtually Versed Africa | June 2026

Professional Foundations Certificate – ALX Africa | June 2025