

## David Kahn

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**From:** Esther Ahmed <esther.sinoma@gmail.com>  
**Sent:** Wednesday, April 2, 2025 3:53 AM  
**To:** CtyAdmRecruitment  
**Subject:** Application for County Administrator Position  
**Attachments:** Resume-AHMED-ESTHER-IYADUNNI-International-Federation-of-Red-Cross-and-Red-Crescent-Societies.pdf

### This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.

Good Day sir/ma

I hope you are doing well.

I am writing to let you know that I am interested in the County Administrator position with Palm Beach County, as advertised. With my extensive background in strategic leadership, public administration, and budget management, I am excited about the opportunity to contribute to the continued growth and success of Palm Beach County.

Throughout my career, I have had the privilege of leading diverse teams, fostering collaborative relationships, and driving initiatives that enhance organizational efficiency and public service delivery. I am particularly drawn to this opportunity because of Palm Beach County's commitment to innovation, community engagement, and the high standard of excellence in governance.

In my previous roles, I have successfully led large-scale projects, managed complex budgets, and worked closely with elected officials and department heads to ensure alignment with both short-term goals and long-term strategic objectives. My ability to navigate the challenges of public sector management, coupled with my passion for creating positive change, makes me confident in my ability to excel in this role.

Please find attached my resume and letter of intent for your consideration. I would welcome the opportunity to discuss how my background, skills, and vision align with the goals of Palm Beach County.

Thank you for considering my application. I look forward to the possibility of contributing to the future of Palm Beach County.

Thank you for considering my application. I am eager to discuss how I can contribute to your team. attached is my cv.

Best Regards

Ahmed Esther  


<https://www.linkedin.com/in/esther-ahmed-87375b23a/> [linkedin.com]

[https://www.upwork.com/freelancers/~017409d9f46788e9c0?mp\\_source=share](https://www.upwork.com/freelancers/~017409d9f46788e9c0?mp_source=share) [upwork.com]

# AHMED ESTHER IYADUNNI

esther.sinoma@gmail.com

## Summary

Highly organized and results-driven Administrative Assistant with extensive experience in HR functions, business development, and executive support. Adept at streamlining office operations, fostering team communication, and driving organizational efficiency. Seeking to contribute administrative expertise and language proficiency to advance organizational goals.

## Experience

### Administrative Assistant

Sinoma Nigeria Company Ltd

2021 - Present (4 years)

Provided comprehensive administrative support to management and various departments.

Coordinated office activities and ensured smooth day-to-day operations.

Assisted HR functions, including recruitment, employee relations, and record-keeping.

Managed executive schedules, appointments, and travel arrangements.

Acted as a liaison between staff and management, ensuring effective communication and timely issue resolution.

### Research and Data collection assistant (virtual assistant)

Brown + Dutch PR, Inc . | Consumer Product Events

Jul 2024 - Aug 2024 (2 months)

Collect quantitative and qualitative data through online tools, fieldwork, or phone interviews.

Ensure accurate recording of all data and maintain data integrity.

Enter collected data into databases or spreadsheets accurately and efficiently.

Organize and manage data files, ensuring easy access and proper labeling.

Verify the accuracy of data and conduct regular data audits to identify and correct errors.

Regularly communicate with research supervisors, team members, and stakeholders to provide updates.

Collaborate with team members to troubleshoot issues in data collection or management

### Executive Assistant

Diamond Shine Nigeria Limited

2019 - 2020 (1 year)

Managed senior management calendars, meetings, and correspondence.

Oversaw office operations and maintained organized documentation systems.

Prepared reports, presentations, and business documents.

Contributed to the development and execution of strategies to enhance profitability.

### Business Executive

Adron Homes and Properties

2020 - 2021 (1 year)

Executed sales and marketing strategies to promote company products and services.  
Identified and pursued new business opportunities, expanding market reach.  
Built strong client relationships and ensured excellent customer service.  
Maintained accurate client account records and communications.

### **Administrative Assistant (NYSC)**

Industrial Training Fund (ITF)

2018 - 2019 (1 year)

Supported HR and Admin Manager in recruitment and administrative tasks.  
Maintained employee records and ensured compliance with company policies.  
Assisted with candidate sourcing and scheduling interviews.

### **Industrial Attachment (Assistant HR/Admin)**

PPMC Minna Depot

2016 - 2017 (1 year)

Supported HR functions, including employee onboarding, training, and evaluations.  
Handled documentation, filing, and data entry tasks with accuracy.

## **Education**

**Kogi State University, Nigeria**

Bachelor of Science in Physics

2013 - 2018

## **Licenses & Certifications**

**Human Resource Management**

**Project Management**

**Customer Service Management**

## **Skills**

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) • Strong organizational and multitasking abilities • Excellent communication and interpersonal skills • High attention to detail and accuracy • Adaptable to fast-paced environments • Data Entry • English • Yoruba • Hausa • Mandarin (Chinese)