

March 17, 2026

Affirm
Administrative Assistant II

Dear Hiring Manager,

I'm writing to apply for the Administrative Assistant II position supporting your COO organization. My background in academic administration and experience coordinating complex operations align closely with your need for a strategic partner who ensures executive effectiveness.

While my experience comes from an educational environment, the core administrative challenges—managing competing priorities, maintaining precision in documentation, and enabling leadership focus—directly translate to your fast-paced tech setting.

My recent experience includes:

- Coordinating academic documentation and record-keeping for an entire department while managing internal and external communications across multiple units
- Supporting faculty and students through complex processes like final-year project selection, requiring meticulous organization across stakeholders
- Balancing teaching responsibilities with administrative duties, developing strong multitasking abilities in dynamic environments

Affirm's mission to reinvent credit through transparency resonates with my commitment to clear communication and procedural integrity. Your remote-first approach particularly appeals to me, as my experience has required strong self-direction and the ability to manage responsibilities independently.

My DELF French certification and experience with both Google Suite and Microsoft Office would allow me to immediately contribute to your team's needs. I'd welcome the opportunity to discuss how my organizational skills and adaptability could support your Chief Accounting Officer and Vice Presidents.

ADESHINA OLAMIDE