

# Peace Ruro Aveh Ayiwe

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Dear Hiring Manager

I am writing to express my interest in the **Digital Transformation Assistant** role. With a solid background in IT administration, systems management, and project coordination, I am confident in my ability to support senior management in driving compliance initiatives, strengthening IT governance, and facilitating effective cross-team collaboration.

During my time as IT Systems Manager at Suburban Fiber Co. Ltd, I was directly responsible for drafting and implementing the company's IT Policy, ensuring alignment with governance standards and organizational objectives. This experience not only sharpened my ability to interpret compliance requirements but also strengthened my skills in developing frameworks, guidelines, and communication material to ensure company-wide adoption. Combined with my experience as an IT Administrator at Flymates Limited, where I managed IT operations.

## Key strengths

- **Policy Development & Governance Understanding:** Hands-on experience drafting IT policies and ensuring compliance with organizational and industry standards.
- **Collaboration & Stakeholder Engagement:** Proven ability to coordinate with diverse teams, including Compliance, IT, and Service Owners, to achieve governance objectives.
- **Organizational & Administrative Support:** Skilled in preparing agendas, drafting minutes, and tracking follow-up actions to ensure clarity and accountability.
- **Project Coordination & Reporting:** Experienced in progress tracking, stakeholder reporting, and operating in deadline-driven environments.
- **Clear Communication:** Fluent in English, with the ability to present complex IT concepts in user-friendly language for different audiences; currently advancing my French proficiency.

I hold a Bachelor's degree in IT and Business Information Systems and a Master's degree in Management, equipping me with both technical and strategic skills. Additionally, my professional certifications, including Google IT Support Specialist and Sophos Endpoint Security Engineer, underscore my ability to work across security, compliance, and governance functions. I am motivated by the opportunity to contribute my expertise to an organization that values accountability, innovation, and effective governance.

Thank you for considering my application.

Sincerely,  
Peace Ruro Aveh Ayiwe  
(B.Sc., M.Sc.)