

Billie Carmen Ajayi

Executive Coordinator & GRC Consultant

Kent, United Kingdom | billiecjayi@icloud.com | 07949 144 322

Executive Coordinator at RES Group with over ten years of C-suite support experience. GRCP and GRCA certified GRC professional conducting risk assessments, developing security policies, preparing compliance documentation, and delivering security awareness training.

EXPERIENCE

Executive Coordinator 2024 - Present
[RES Group](#)

Providing executive support to senior leadership while bringing information security discipline to everyday operations. Managing board calendars, preparing meeting packs, and coordinating across departments, always with an eye for compliance. Restructured the SharePoint document library with proper access controls after noticing sensitive board papers were accessible too broadly. Now maintain the policy register, chase review deadlines, and ensure version control actually works. When the ISO 27001 surveillance audit came round, took ownership of evidence gathering, liaising with IT, HR, and Operations to pull together documentation that auditors could actually navigate. Recently worked with IT Security to build security awareness into the new starter checklist so induction now includes the basics before day one ends.

GRC Consultant 2024 - Present
[Corevia Advisory](#)

Running my own GRC consultancy alongside the day job, helping small businesses get their security house in order. Most clients come to me with nothing documented, failing security questionnaires from bigger prospects, or panicking about an upcoming audit. Built a risk register from scratch for a fintech that had been making security decisions on gut feel. Ran workshops with their department heads, scored everything properly, and now they actually prioritise spend based on what matters. Wrote a full policy suite for an SME chasing enterprise clients, covering information security, acceptable use, access control, incident response, and data classification. They passed Cyber Essentials and started winning deals they would have lost before. One client had a 32% phishing click rate which was a disaster waiting to happen. Set up monthly simulations, targeted training for repeat offenders, and made reporting suspicious emails something people actually did. Got it down to 8% in six months.

Executive Assistant & Project Coordinator 2014 - 2024
[Various Organisations](#)

Ten years supporting C-suite executives across finance, energy, and professional services. The usual EA work: diary management, travel, board packs, minute-taking, expenses. But I always ended up owning the processes around it too. Set up a proper board portal after one too many version control disasters with papers going out wrong. Built RACI matrices and status trackers when cross-departmental projects kept stalling because nobody knew who was responsible for what. Handled sensitive information daily, so confidentiality and proper document handling became second nature. That foundation is what made the move into GRC feel natural.

CERTIFICATIONS

Certification	Issuer	Date	Expires
GRC Professional (GRCP)	GRC Certify	Nov 2025	Nov 2026
GRC Auditor (GRCA)	GRC Certify	Dec 2025	May 2026
CompTIA Security+ Cert Prep	LinkedIn Learning	May 2025	—
Cybersecurity Foundations: GRC	LinkedIn Learning	Jan 2025	—
GDPR Compliance Training	LinkedIn Learning	Jan 2025	—

SKILLS

GRC & Compliance

- Risk Assessments & Risk Registers
- Policy Development
- Compliance Mapping & Gap Analysis
- Audit Preparation
- GDPR, ISO 27001, SOC 2

Documentation & Reporting

- Security Policies & Procedures
- Risk Reports & Dashboards
- Compliance Evidence
- Security Questionnaires (SIG, CAIQ)

Executive Support

- C-Suite Coordination
- Stakeholder Management
- Board Support
- Project Coordination

Security Awareness

- Training Programme Development
- Phishing Simulations

- Security Culture Building