

NGOYA CLAUDE TSHISHIMBI

CEO

Executive Operations | Organizational Scale | International Stakeholder Leadership

Kinshasa, Democratic Republic of the
Congo
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EXECUTIVE PROFILE

International executive-operations leader with 10+ years of experience enabling senior decision-makers across government, professional services, and industrial environments in the DRC, France, Luxembourg, and the United States. Brings the operating discipline essential to leading a new technology company: translating priorities into coordinated execution, establishing efficient processes, preparing high-stakes communications, managing complex stakeholders, and maintaining quality and compliance. Recognized for discretion, adaptability, sound judgment, and the ability to keep leaders and teams aligned in demanding, multicultural settings.

CEO VALUE PROPOSITION

STRATEGY TO EXECUTION

Coordinates projects, priorities, briefing materials, and executive workflows to move complex initiatives forward.

STAKEHOLDER LEADERSHIP

Communicates effectively with senior officials, Partners, candidates, clients, and multicultural teams.

OPERATING DISCIPLINE

Designs practical processes, improves daily operations, and supports quality, finance, and compliance requirements.

ORGANIZATIONAL SCALE

Supports recruiting, onboarding, events, tenders, reporting, and administrative systems that enable growth.

PROFESSIONAL EXPERIENCE

PRESIDENCY | Kinshasa, DRC

Executive Personal Assistant | 2024 - Present

- Coordinate projects and management activities supporting strategic national initiatives, aligning priorities, timelines, and executive requirements.
- Oversee administrative operations and executive workflows, introducing efficient processes that improve organization and day-to-day execution.
- Draft, review, and prepare high-level official documents, reports, briefings, and decision-support materials for senior leadership.
- Operate with discretion in a high-pressure environment involving sensitive information and senior stakeholders.

DELOITTE & ASSOCIÉS | Nancy, France

Executive Assistant | 2015 - 2024

- Served as a trusted operational partner to multiple Partners, managing complex calendars, priorities, travel, correspondence, and executive deliverables.
- Coordinated high-profile business events, including Fast 50 and Impulsion ETI, bringing together internal teams, clients, and external stakeholders.
- Managed the administrative assembly, compliance review, and submission readiness of formal responses to calls for tenders (RFPs).
- Supported talent acquisition through candidate sourcing, recruitment forums, speed-meeting events, hiring coordination, and onboarding activities.
- Conducted internal quality-control audits aligned with ISO 9001 and ISO 45001 standards and managed client billing and invoicing processes.

PRICEWATERHOUSECOOPERS | Luxembourg

Executive Assistant | 2014 - 2015

- Delivered confidential executive support, managed sensitive correspondence, and prepared annual reports, meeting records, and internal and external communications.
- Optimized executive schedules, complex travel, meeting logistics, and corporate-event execution across a fast-paced international environment.

SAINT-GOBAIN | Foug, France

Administrative Assistant | 2011 - 2013

- Provided senior-level administrative support, managed sensitive correspondence, and prepared reports, minutes, schedules, and travel plans.

- Supported the planning, logistics, and execution of large-scale corporate events while coordinating multiple deadlines and stakeholders.

PRIVATE HOUSEHOLD | United States

Au Pair - Cultural Exchange Program | 2008 - 2011

- Managed complex daily schedules and changing priorities with autonomy, discretion, and disciplined time management.
- Resolved unexpected situations calmly and independently while developing fluency in English and strong cross-cultural adaptability.

TECHNOLOGY LEADERSHIP CAPABILITIES

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| • Executive leadership support and decision enablement | • Operational planning, coordination, and process design | • Cross-functional and multicultural stakeholder alignment |
| • Government and corporate communications | • Project coordination and priority management | • RFP, tender, and compliance administration |
| • Quality systems: ISO 9001 and ISO 45001 | • Talent sourcing, recruiting, and onboarding support | • Billing, invoicing, and administrative controls |
| • Corporate events and external engagement | • Microsoft Office: Word, Excel, PowerPoint, Outlook | • Confidentiality, judgment, and crisis response |

EDUCATION

Associate Degree (BTS), Executive Management

Chamber of Commerce and Industry | Laxou, France | 2011 - 2013

LANGUAGES & INTERNATIONAL EXPERIENCE

French - Native/Bilingual | **Lingala** - Fluent | **English** - Fluent | **Spanish** - Intermediate/Conversational

Professional and cultural experience across the Democratic Republic of the Congo, France, Luxembourg, and the United States.