



AI Leader Certification

ISSUE DATE

August 2025

VALID UNTIL 15 AUGUST 2026

This certifies that

**Madeleine Jephcott**

has demonstrated practical expertise by  
implementing a minimum of five AI Assistants.

HEREBY RECOGNIZED AS A

**Certified AI Leader**

VALIDATED BY

Daan van Rossum

FOUNDER & CEO, FLEXOS





# Madeleine Jephcott's AI Assistants



Madeleine Jephcott  
August 2025



## Meeting Insight Assistant Custom Copilot Agent

*Generates structured meeting insights, notes, and action items from Teams transcripts to support strategic project analysis.*



## News Briefing Assistant Custom Copilot Agent

*Summarizes newsletter content into key insights, trends, and research highlights focused on work, HR, and strategy topics.*



## Executive Writing Assistant Custom Copilot Agent

*Turns external reports into summaries, newsletter copy, and articles aligned with brand voice and audience relevance.*



## Researcher for Strategic Briefings Copilot Researcher Agent

*Surfaces key trends and insights from online sources to support strategy documents for Boards and internal stakeholders.*



## Executive Assistant Built-in Copilot

*Supports meeting prep, real-time transcription, summaries, and action tracking across Outlook, Teams, and Word.*



## Presentation Assistant Custom Agent + Copilot for PowerPoint

*Helps brainstorm, structure, and transform report content into branded slides and speaker notes.*



## Thinking Partner Copilot Voice

*Helps shape early ideas on strategic topics by asking questions, identifying gaps, and co-developing structured outputs.*



## Online Training Assistant Heygen

*Converts live legal training sessions into asynchronous avatar-led videos with narrated slides and speaker notes.*