**[Your Full Name]**

**SOCIAL MEDIA MANAGER**

Phone: [+Your Phone Number] | Email: [Your Email Address] | Location: [Your STATE, Your Country]

**PROFESSIONAL SUMMARY**

Accomplished and dedicated professional with over [X] years of experience in the digital marketing industry. Proven ability to contribute to team success through advanced skills in social media management, content creation, and digital strategy development. Comfortable adapting to change and finding creative solutions to unexpected problems. Committed to continuous improvement and building a collaborative team environment.

**SKILLS**

Social media marketing and strategy development | Content creation (writing, design, video) | Content Marketing | Graphics design | Community management | Media Monitoring – Media Analytics and insights, Campaign management | Advertising and paid social | Multi-channel management (Instagram, Facebook, and LinkedIn) | Project Management | Strong communication and interpersonal skills | Creativity and innovation

**EXPERIENCE**

**Social Media Manager – [Current Company]**

**[Start Date] – Present**

* Create and curate visually appealing posts
* Monitor comments and messages to foster an active, positive community.
* Utilize Instagram insights to identify top-performing content and refine strategies for maximum impact.
* Ensure brand consistency across various platforms through cross-functional collaboration.

**Social Media Manager – [Previous Company]**

**[Start Date] – [End Date]**

* Lead development and execution of innovative social media strategies, resulting in increase in followers and boost in engagement.
* Create visually compelling content and graphics, enhancing brand visibility and achieving [mention specific achievements]
* Analyze platform analytics to refine content strategies, contributing to a [Z%] improvement in overall performance.]
* Ensure brand consistency across organic social efforts.

**Social Media Manager – [Previous Company]**

**[Start Date] – [End Date]**

* Implemented compelling content strategies, resulting in increase in followers.
* Created visually appealing posts showcasing events and achievements.
* Fostered an active, positive community through comment monitoring.
* Utilized platform insights for ongoing strategy refinement.
* Ensured brand consistency across platforms through collaboration.

**EDUCATION**

Bachelor of Science, [Course of Study] [Start Date] – [End Date]

**[Your University Name]** ‐ [The State, Nigeria]

**PROFESSIONAL CERTIFICATION**

* **Name of Certification**

NAME OF CERTIFICATION INSTITUTE

* **Name of Certification**

NAME OF CERTIFICATION INSTITUTE

**TOOLS**

Buffer, Notion, Canva, Capcut, Inshot, Hootsuite, Meta Suite, Mojo, Grammarly, Quora, Answer the Public, Google meets, Microsoft office