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Profile

Skilled in digital engagement, administrative support, and customer relations. Experienced in managing online communities, streamlining workflows, and enhancing customer experiences. Highly organized, adaptable, and detail-oriented, with a proactive and collaborative approach to problem-solving. Passionate about efficiency, communication, and creating meaningful connections.

Professional Experience

GENERAL MANAGER

THE CREATIVE CLOUD

- Operations & Strategy: Oversee daily business functions, develop and implement growth strategies, set goals, and ensure alignment with company objectives.
- Team Leadership & Project Management: Lead and manage teams, assign tasks, monitor progress, ensure deadlines are met, and coordinate cross-functional collaboration.
- Creative Direction & Content Oversight: Supervise content creation, branding, and marketing strategies, ensure brand consistency, and approve designs and campaigns.
- Client Acquisition & Relationship Management: Develop and implement strategies to attract new clients, maintain strong client relationships, handle negotiations, and ensure service delivery meets expectations.
- Community Engagement & Communication: Oversee audience interaction, foster community growth, manage partnerships, and ensure effective brand communication.
- Financial & Administrative Management: Manage budgets, track expenses, optimize resource allocation, monitor performance metrics, and improve operational efficiency.
- Email & Workflow Management: Oversee email communication, handle client inquiries, manage scheduling, maintain organized correspondence, and ensure smooth business operations.

SOCIAL MEDIA MANAGER(VOLUNTEER)

SHE CODE AFRICA LAGOS CHAPTER

- Manage and create engaging content for SheCodeAfrica Lagos social media platforms.
- Increase audience engagement through strategic content planning and community interaction.
- Promote events, initiatives, and success stories to boost the organization's visibility.
- Collaborate with the team to ensure brand consistency and effective messaging

FREELANCE VIRTUAL ASSISTANT

- Provide virtual assistance to a client, managing administrative tasks and day-to-day operations.
- Handle email management, scheduling, research, and document organization.
- Offer support with project coordination and communication.
- Ensure seamless coordination of tasks to optimize productivity for my client.

SOCIAL MEDIA MANAGER

CY EXPRESS(LAUNDRY SERVICE)

- Develop and execute social media strategies to increase brand visibility.
- Create and manage engaging content across various platforms.
- Monitor analytics to optimize performance and engagement.
- Interact with customers and handle inquiries to enhance brand reputation.

COMMUNITY MANAGER(VOLUNTEER)

WEBINAR EVENT

- Managed attendee engagement and moderated discussions during a live webinar.
- Facilitated smooth interactions and ensured a positive community experience.
- Assisted in handling participant inquiries and maintaining engagement throughout the session.

Skills

Social media mangement:

Content creation, strategy, audience engagement, analytics, and trend research.

Community & Event Management:

Community building, moderation, event promotion, and relationship management.

Virtual Assistance & Administration:

Email & calendar management, data organization, task prioritization, and document handling.

Customer Relations:

Client acquisition, retention, customer service, and effective communication.

Leadership & Operations:

Team coordination, resource management, strategic planning, and workflow optimization.

Software Proficiency:

Canva, Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Drive), Meta Business Suite, Buffer, Hootsuite, Trello, Asana, Notion

Certificates

VIRTUAL ASSITANT

BY ALX

SOCIAL MEDIA MANAGEMENT

SOCIAL STAR INITIATIVE

VIRTUAL ASSITANT

BY DEXA

Personal, professional & career Branding (PPC)

Basic Obstetrics & Neonatal Emergency Programme (BONEP)

Health Safety & Environment (HSE)

Emergency care provider (ECP)

Basic life support (BLS)

Education

Bachelor of Nursing Science

Ahmadu Bello University,

Registered Psychiatric Nurse

School of Post Basic Psychiatric and Mental Health Nursing

Registered Nurse

College of Nursing, UBTH

Languages

- English

Interests

- learning new things
- Reading novels
- Meeting new people
- Having fun

References

David Ehijie, *Creative director*, The Creative Cloud
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