

# OLAMIDE SAMUEL AMUSAN

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## Professional Summary

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I am a versatile and results driven professional with experience across virtual assistance, web design and development, technical support, content creation, and project coordination. I combine technical know how with strong administrative discipline to support teams, manage client relationships and deliver creative digital assets. My practical experience includes building and migrating WordPress websites, creating educational and marketing materials, running technical operations for webinars and events, managing CRM and productivity systems, performing citation and publication support for academic authors, and operating as a daily reporting virtual worker. I have designed systems for guest verification at scale and I am skilled at translating client requirements into actionable workflows and deliverables. I am organized, proactive and comfortable working independently or as part of a small team.

## Key Skills

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- Virtual assistance and executive support including daily reporting and task tracking
- Web design and development: WordPress (Elementor, Avada, Gutenberg, WooCommerce), Webflow, Shopify, Joomla, Squarespace, HTML, CSS, JavaScript
- PHP development for WordPress, including custom plugin creation and license database design
- Website hosting and migration, cPanel, DNS and domain management
- Graphic design and visual content: Canva Pro, Photoshop, CorelDraw, Figma, Miro, Infographics, Presentations
- Video editing: CapCut, InShot
- Remote support and desktop sharing: TeamViewer, Remote Desktop
- Productivity tools: Google Workspace, Microsoft Office Suite, SharePoint, Monday.com
- CRM and outreach: HubSpot, MailMint, FluentCRM, email outreach and lead tracking
- Reference management: Mendeley, Paperpile; academic formatting and proofreading
- Event technical operations: Zoom management, webinar setup, AV coordination
- SEO basics, content migration, and site performance troubleshooting
- Role overview:
  - Handle website downtime, manage hosting, cPanel, domain renewals, and maintain SSL certificates.
  - Improve website speed, fix plugin or theme issues, perform backups, and handle technical SEO fixes.
  - Fix mobile responsiveness, contact form or page issues, add new pages, and maintain website security.
  - Manage DNS settings, email setup (including Zoho webmail), and Zoho Form integrations, with fast response to site issues.
- Strong interpersonal skills: communication, leadership, collaboration, client-facing support

## Professional Experience

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### Chief Operating Officer & Programme Assistant Enterprise Republic

Oyo, Nigeria

October 2022 – 2 August 2025

- Led day to day operations across a small tech firm and community hub, acting in an all encompassing operations role including administrative leadership, client relations and technical coordination.
- Managed client inquiries across social media and in person, handling over 100 enquiries weekly and providing tailored solutions, follow ups and escalation as needed.
- Designed and developed websites including *enterpriserepublic.org* and *ih-a-rm.org*; managed full site migrations between hosts, configured DNS and cPanel settings and verified post migration performance.
- Performed WordPress development and optimisation using Elementor and WooCommerce; maintained CMS workflows, content updates and plugin management.
- Spearheaded social media content strategies and visual design systems that increased engagement by approximately 30% over six months; produced campaign assets, scheduled posts and monitored analytics.
- Implemented and managed CRM usage for client tracking and communication; improved reporting accuracy and client follow up processes.
- Designed and produced PowerPoint decks, conference posters and academic presentation materials used by partners including De Montfort University, Sheffield Hallam University and British Council collaborations.
- Created operational process documents, SOPs and checklists for virtual workflows including daily reporting to executives and handover notes for project continuity.
- Delivered technical support for webinars and virtual events, including Zoom security settings, attendee management and live troubleshooting.
- Built and rolled out a digital check in and check out system to streamline guest tracking for events and space usage.

### Freelance Web Developer, Visual Designer & Virtual Assistant

Remote — Ongoing

- Delivered end to end WordPress website projects including design, development, content migration and hosting configuration; example projects include *seunkolade.com* (redesign and migration), and various small business websites.
- Migrated websites between hosts and ensured data integrity, performed backups, cPanel configuration and post migration testing.
- Provided ongoing WordPress site management including uptime monitoring, hosting and cPanel administration, SSL renewal, DNS and email configuration (Zoho webmail), technical SEO fixes, responsiveness troubleshooting, security monitoring, and rapid response to site issues.
- Managed design projects for clients including BhammyCakesAndTreats (branding, seasonal sales campaigns, and packaging visuals); created Valentine and Christmas sale designs and promotional assets.
- Created and published educational content layouts and book designs using Canva Pro; prepared materials for Amazon listing and marketing.

- Produced social media visuals, infographics and short video content for client campaigns using Canva, CapCut and InShot.
- Performed academic support tasks: formatted research papers, managed references with Mendeley and Paperpile, created research frameworks, and assisted with proofreading for book and article publications.
- Prepared PowerPoint presentations for invited talks and keynote addresses for senior academics; collaborated on slide content and visual storytelling.
- Provided virtual assistant services including calendar management, appointment scheduling, email triage, daily status reports to supervisors and ad hoc administrative tasks.
- Performed SEO basics and content optimisation to improve site visibility; reported on impact and client feedback.
- Maintained client CMS accounts, executed content updates and advised on platform best practices.

#### **Teacher (NYSC Service Year)**

*Nigeria*

*2021 – 2022*

- Taught Secondary school students; planned lessons, managed classroom records and prepared assessment materials.
- Designed visual teaching aids, infographics and presentation materials to support learning objectives.
- Introduced basic IT awareness and digital literacy modules to students and assisted fellow teachers with classroom resources.

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## **Projects, Tools and Selected Work**

- **enterpriserepublic.org** Full site redesign, performance optimisation and host migration. Implemented responsive template using Elementor and set up analytics and backups.
- **iha-rm.org** Migrated content, configured DNS and improved page load times; updated CMS templates and trained client on content workflows.
- **seunkolade.com** Rebuilt and migrated site, refreshed branding and improved navigation and SEO basics.
- **BhammyCakesAndTreats** Branding, seasonal campaign assets, product packaging mock-ups and social media kits.
- **Check-in System for high profile events** Designed and deployed a single-scan QR code system for over 1,000 guests, including VIPs; created test cards, validated scanning logic, trained staff and oversaw live operations.
- **WordPress plugin and integrations** Developed or prototyped custom plugins and integrations including a recent premium WordPress plugin, visitor check-in tools, content sync via WhatsApp APIs, form-handling enhancements, and supporting license database structures for secure activation and updates.
- **E-commerce and POS project** Built a grocery e-commerce prototype with stock tracking and POS integration for small vendors.
- **Academic support and publications** Assisted with referencing, formatting and proofreading for academic articles and contributed to the proofreading of the book *Generating AI in Higher Education* authored by Prof Seun Kolade, Dr Abiodun Egbetokun and Dr Owoseni.

- **Design templates and assets** Created reusable Canva templates, infographics, Gantt charts and frameworks to simplify client workflows and speed up content delivery.

## Volunteer Experience and Technical Support Roles

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- **Media Team Leader, Church Media Department** Coordinated graphics, live media projections and social media posting for services and events; trained volunteers on presentation workflows.
- **Defined Project Launch (Byte Buster Coding Club) Odu'a Investment Foundation** Provided technical support for the regional launch across South West Nigeria; trained local volunteers on setup and standard operating procedures.
- **HID Awolowo Foundation Webinar (Nov 2024)** Member of technical committee providing AV, Zoom and presentation support for the webinar titled "Building a viable society in challenging times: the critical role of women."
- **Obafemi Awolowo Memorial Webinar (2025)** Technical committee member for the webinar "Our 21st century world: reflections and projections" delivering live event technical coordination.
- **Obafemi Awolowo Prize for Leadership Award (2024)** Designed a guest check in system and managed technical operations for high profile guests; implemented invitation confirmation flows and live verification.
- **Other event support** Provided Zoom technical assistance, moderated chats, managed attendee admittance and ensured secure meeting settings for academic and public events.

## Education

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**Bachelor of Technology in Civil Engineering**  
*Ladoke Akintola University of Technology*

*Ogbomoso, Oyo*  
*Graduated February 2020*

## Certifications and Training

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- Professional Diploma of Virtual Executive Assistance, Udemy
- Jobberman Soft skills Training Certificate
- Technical Support Fundamentals, Coursera
- Graphics Designing with Canva, Udemy
- Complete WordPress Website Developer Course, Udemy
- UI UX Design Course, Athena (ongoing)
- Various in-house workshops and hands on trainings related to event tech and remote support

## Technical Skills and Tools

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- **Web** WordPress, Elementor, WooCommerce, Squarespace, Webflow, cPanel, hosting migration, DNS, basic HTML/CSS, site optimisation
- **Design** Canva Pro, Adobe Photoshop, CorelDraw, Figma, Miro board, infographics, slide design and layout
- **Video** CapCut, InShot, basic video editing for social media

- **Productivity** Google Workspace, Microsoft Office Suite (Word, Excel, PowerPoint), SharePoint, Monday.com
- **Remote Support** TeamViewer, Remote Desktop tools, Zoom administration
- **CRM & Outreach** HubSpot, MailMint, FluentCRM, email campaign setup, tracking with Google Sheets and Excel
- **Reference Management** Mendeley, Paperpile, citation formatting and bibliography management
- **Other** basic SEO practices, analytics review, Airtable / spreadsheets for tracking, Gantt chart creation for project planning

## Publications, Presentations and Selected Contributions

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- Proofreading and editorial assistance for the book *Generating AI in Higher Education* (2024) authored by Prof Seun Kolade, Dr Abiodun Egbetokun and Dr Owoseni.
- Prepared slide decks and presentation materials for invited talks and keynote addresses used at academic conferences.
- Collaborated on research frameworks, literature reviews and methodology design for unpublished academic articles.
- Created visuals and data vignettes for academic posters used at international conferences.

## Additional Experience and Notes

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- Daily reporting: Provided daily status reports to supervisors and executives while working remotely, tracking tasks, blockers and deliverables.
- Client feedback: Collected and recorded positive client feedback on design and website projects; used feedback to iterate on design templates and content strategy.
- Training and mentoring: Mentored junior designers and volunteers on CMS usage, basic web publishing and event technical operations.
- Availability and equipment: Experienced working remotely with stable internet connection, personal workstation for web development and design, familiarity with cloud backup and collaborative document workflows.
- End of engagement note: Employment at Enterprise Republic concluded on 2 August 2025.

## References

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References and full contact details available on request. Referees include academic and professional contacts who can speak to project work, event support and design deliverables.