

Mulero Reuben Ayobami

Lagos - Nigeria, Phone: +2349066674496
reubenmulero012@gmail.com

EDUCATION

Federal University Of Agriculture, Abeokuta FUNAAB

Programme: Bachelor of Science, Business Management and Entrepreneurship

June, 2025

Academic Standing: Second Upper

Relevant Courses: Banking and Finance, Customer Relationship, Accounting, Macroeconomics and Microeconomics, Marketing, Business Administration, Principles of Insurance, Human Resource Management

PROFESSIONAL SUMMARY

Creative and versatile professional with over 4 years of experience spanning graphic design, administrative support, and virtual assistance. Proven ability to conceptualize and deliver compelling visual content tailored to brand objectives and target audiences. Skilled in curating and rebranding brand identities to align with emerging market trends and client business goals. Adept at managing administrative operations, maintaining confidential records, and ensuring organizational efficiency. Demonstrated expertise in virtual assistance, including calendar management, CRM tools, lead generation, and customer support across multiple platforms. Proficient in tools such as Adobe Photoshop, HubSpot, Trello, CorelDraw, and ClickUp, with a strong commitment to excellence, innovation, and client satisfaction.

WORK EXPERIENCE

Graphic Designer, Freelancing

Jan. 2022 – Present

- Curate Different Designs based on briefs collected to meet the target audience of clients
- Ensure brand consistency and uniqueness
- Curate brand identity from the ideation stage to the delivery stage to meet with the business goals of the clients
- Rebrand identities to meet the emerging market trends.

Virtual Assistant/ Technical Support, Freelancing

April 2022-Dec2022

- Managed Calendars and Scheduled appointments and meetings
- Responded to customers inquiries and complaints via email, chats and phone calls
- Managed CRM tools
- Lead generation and follow up
- Used tools like Hubspot, Trello, Asana And Click up for project monitoring and management

Admin officer, ABC Schools, Lagos State

Sept 2021-Mar 2022

- Managed day-to-day administrative operations of the school Environment
- Handled student and staff records, enrollment documentation, and academic files with accuracy and confidentiality.
- Monitored staff attendance, and assisted with payroll documentation.
- Record and proper Documentations of all Daily Activities of the school in the school folder
- Submitted weekly Report of the Activities of the school to the management
- Ensure the smooth functioning of all school Digital tools as well as the CCTV operation

Associate Designer, BishopForte, Lagos State

June 2020 – Sep 2021

- Translated creative briefs into Eye-catching Designs for various usage
- Use graphic design software and tools to manipulate and enhance images and designs
- Ensured all design material adhere to brand guidelines and maintain consistent visual identity

Graphic Intern, Dammy computers, Sango Ota

sept. 2017 – Jan 2018

- Worked under the direction of senior designers
- Participated in idea generation
- Organize files, photos, and resources in shared drives

LEADERSHIP EXPERIENCE

Speaker, College Of Entrepreneurs Student Association Parliament

Aug. 2024 – June

2025

- Acted as the chief spokesperson for the parliament, representing student interests to the school Management
- Coordinated parliamentary committees and monitored their progress on assigned tasks or inquiries
- Ensured strict adherence to the rules and regulations of the association, defending the constitution
- Organized capacity-building sessions, legislative training, and forums to engage students in governance.

Public Relation Officer, FUNAABSU Electoral committee

Aug. 2023- April

2025

- Successfully transitioned the electoral processes from physical to online
- Successfully increase the turnout of students in electioneering processes by 100% over prior year, moving from 5,000 voters to 10,000 voters.
- Created, monitored and managed the electoral social media pages from 0 followers to 800 followers
- Organized various Awareness programs with over 1500 attendees

Chairman, College Of Entrepreneurs Student Association Electoral committee

Sep. 2023 – Jan 2024

- Chaired a 11-member committee vetting students executive aspirants
- Successfully led a 5-member team to conduct elections, increasing turnout by 12% over prior year
- Drafted the constitution of College Of Entrepreneurs Student Association, FUNAAB

SKILLS AND INTERESTS

Industry Skills: CorelDraw, Adobe Photoshop, Canva, Capcut

Customer Relationship Management Skills: Hubspot, Trello, Asana

Personal Skills: creativity, organization, team work and adaptability

Computer Skills: Proficient in Microsoft Word, Excel, PowerPoint

Languages: Fluent in English, Moderate Yoruba