

# Ayodele Adejare Isaac

Web Developer | Admin Assistant

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## Profile

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Organized and proactive Administrative Assistant with experience supporting leadership, coordinating events, and managing communications across creative and nonprofit settings. Combines strong administrative skills with a creative edge in design, content coordination, and basic web support.

## Professional & Voluntary Experience

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**ICT Administrator (Hybrid),** *Victory International School of Arts and Science* 2023 – Present  
Okochiri, Okrika,  
Rivers State, Nigeria

- Led partnership with Gosfem to set up the school's website and portal system.
- Managed the computer lab, maintained equipment, and recommended technical fixes.
- Conducted computer practicals and trained students and staff on portal usage.
- Maintaining constant Update of Site for Scores Upload

**Executive Assistant,** *Junior Chambers International, Nigeria, University of Benin* 2025 – 08/2025  
Benin City, Edo State,  
Nigeria

Provided high-level administrative support to the President, including calendar management and official correspondence.

Wrote and edited letters, internal reports, and external communication for the organization.

Assisted in planning, documentation, and logistics for major events such as the UNIBEN Health Fest, Officer Training School, Valentine's Day Walk and other projects carried out by the JCIN UNIBEN Community.

**Social Media Manager,** *Limitless Children Initiative* 2024  
Benin City, Edo State,  
Nigeria

Created and maintained a content calendar to engage the organization's online audience in the absence of a Community Manager.

Developed and scheduled posts across platforms, ensuring consistency with the brand's voice and mission.

Supported internal communication by aligning social media activities with outreach and campaign timelines.

**Founding Teacher & Administrative Support,** 2021 – 2023  
*Victory International School of Arts and Science* ✓  
OKRIKA, Rivers State,  
Nigeria

Played a foundational role in setting up academic and administrative processes during the school's early stages.

Managed student attendance, maintained records, and liaised with parents and guardians.

Assisted the school director in planning school activities, organizing documentation, and maintaining academic timelines.

**Administrative Assistant,** *Ayo's Farm* 2014 – 2019  
Port Harcourt,  
Rivers State, Nigeria

Recorded daily expenses, sales data, and inventory movement in farm logs and diaries.

Managed documentation of farm inputs/outputs and supported procurement and distribution.

Assisted with operational oversight and provided regular activity reports to the farm manager.

Education

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<b>B.Sc. Medical Biochemistry</b> , <i>University of Benin</i> Medical Biochemistry is the study of the chemical processes and substances that occur within the human body, focusing on how they relate to health, disease, and clinical diagnosis.	2024 – Present Benin City, Edo State, Nigeria
<b>A-Level Degree</b> , <i>Joint University Preliminary Examination Board, University of Benin</i> A Level Degree in Physics, Biology and Chemistry.	11/2022 – 08/2023 Benin City, Edo State, Nigeria
<b>Senior Secondary Education</b> , <i>Excel Comprehensive College</i>	2017 – 2020 Okrika, Rivers State, Nigeria
<b>BECE Education</b> , <i>The Kings College</i>	2014 – 2017 Okrika, Rivers State, Nigeria

Skills

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Administrative & Organizational Support

Experienced in calendar management, correspondence, document filing, event logistics, and internal reporting. Skilled in Microsoft Office, Google Workspace, and general office operations.

Creative & Digital Skills

Proficient in graphics design (Canva and Pixellab) and video editing tools (CapCut). Skilled at producing visual content for social media and organizational campaigns.

Social Media & Content Coordination

Capable of developing content calendars, managing social media accounts, and aligning content with campaign goals to support community engagement and outreach.

Communication & Collaboration

Strong written and verbal communication; proficient in writing official letters, reports, and coordinating with teams across functions. Adept at maintaining professionalism in internal and external relations.

Web & Tech Literacy

Basic proficiency in HTML and CSS for web layout and styling. Familiar with digital tools like Trello, Slack, Zoom, Google Meet and Microsoft Teams

References

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**Counsellor Itohan M. Owie**, *Executive Director*, Glorious City Foundation  
08056928056

**Ewere Praise Festus**, *2025 President*, Junior Chambers International, Nigeria, University of Benin  
praisereign123@gmail.com, +234 703 725 2750