

VICTORIA BANJO

CONTACT

✉ banjovictoria25@gmail.com

☎ +2347038726953

📍 4, Ogati Street, Fadeyi, Lagos

in <https://www.linkedin.com/in/victoria-banjo-a7590853/>

EDUCATION

BACHELOR OF AGRICULTURE, AGRICULTURAL ADMINISTRATION

Federal University of Agriculture, Abeokuta, Ogun State | 2012 - 2018

- Second Class Upper
- Research Topic: Gender Analysis and Job Satisfaction in Lagos state Agricultural Development Authority

SKILLS

- Intermediate use of WordPress in Website Development/Management
- Proficient use of Microsoft office software: Word, Excel, PowerPoint.
- Digitally oriented, coupled with proven excellence in oral and written communication skills.
- Able to work effectively under pressure with little or minimal supervision.
- Excellent interpersonal, leadership and time-management skillsGreat organizational skills.
- Self-motivated, adventurous, with a decent ability to face challenges and huge capacity for stress.
- Ability to work with team members to execute internal and field assignments.
- Creative, innovative, tactful, numerate, analytical and self-leader, with keen attention to details.
- Exhibits high level of integrity and result-oriented

VOLUNTEERING EXPERIENCE

- Volunteer at Adlai Foundation (NGO) Jan 2017- Present

PROFILE

Extremely motivated to constantly develop my skills and grow professionally.

I am confident in my ability to work effectively and efficiently towards the achievement of organizational goals.

Skilled in Management, Strategic Planning, Writing, Website Development (WordPress), and Social Media.

I have developed and am still developing all competencies always to ensure I function at the top of my abilities

WORK EXPERIENCE

TECHNICAL WRITER / GRANT MANAGER

Information and Data Analytics Foundation | Feb 2020 - Present

- Creating and Curating Documents as the organization needs.
- Assisting my immediate boss in the execution of her tasks.
- Designed and implementing social media strategy for the social media platforms (Facebook, Instagram, LinkedIn Page and Twitter)
- Creating and Managing of Newsletters with the use of MailChimp.
- Assisted in the updating of the company's website using WordPress.
- Regularly surfing the net for grant opportunities, prepare all necessary requirements and apply.

TECHNICAL/ADMINISTRATIVE SUPPORT

Live and Neutral Electrical Solutions | Jul 2019 - Nov 2019

- Prepared regular reports on expenses and office budgets
- Organized a filing system for important and confidential company documents
- Responded, Logged and Kept records of Customers/Employee queries.
- Monitored and Ensured delivery of ordered products to their various destinations.
- Monitored the progress of projects using Excel sheet.

RESEARCH ANALYST (NATIONAL YOUTH SERVICE CORP)

Sirius Consults | Nov 2018 - Feb 2019

- Successfully carried out a research on Effective Presentation, Neuro-linguistic Programming and some others for Learning Management System.
- Created PowerPoint Presentations on courses for Learning Management Systems.
- Efficiently oversaw the social media accounts of the organization.

AWARD AND CERTIFICATION

WORDPRESS FOR ABSOLUTE BEGINNERS

Creative Online School, Udemy | 2020

GRANTMANSHIP ESSENTIALS PACK

Nonprofit Ready.org | 2020

THE FUNDAMENTALS OF DIGITAL MARKETING

Google Digital Skills for Africa | 2019

AWARD OF EXCELLENCE AS MOST DEXTEROUS FEMALE

Department of Agricultural Administration, FUNAAB | 2018