

EFEKEMO VICTORY OMOGHENE

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PROFESSIONAL SUMMARY

Results-driven Visual Designer and Administrative Professional with 5+ years of experience in graphic design, brand identity, and UI/UX design. Adept at leveraging Adobe Illustrator, CorelDRAW, and Figma to craft impactful designs while excelling in administrative support, data management, and project coordination. Passionate about creating user-centered solutions and streamlining operations for efficiency.

EXPERIENCE

Media Personnel/UI/UX Designer

Scape | Nov 2024 – Present

- Conducted UX research and created UI designs for various projects.
- Designed graphics and branding materials to enhance visual appeal.
- Developed video scripts, managed video shooting, and facilitated UI/UX and graphics design training.
- Created content calendars and strategies for social media engagement.
- Planned and executed virtual cohort training programs.
- Ensured data accuracy and protection for seamless functionality.

Application Manager

Scape | Aug 2024 – Oct 2024 (Part-time) | United Kingdom (Remote)

- Managed app data, ensuring compliance with GDPR standards.
- Ensured data accuracy and protection for seamless functionality.

Associate Project Manager

Sales Hack Conference | Jul 2024 – Nov 2024 (Contract) | Port Harcourt, Nigeria (Hybrid)

- Assisted with project coordination, data entry, and administrative tasks.
- Utilized Google Workspace tools to manage tasks efficiently.

Actors Manager

Creative Peto Concept – Bae and Boo Season 5 | May 2024 – Nov 2024 (Contract) | Benin City, Nigeria (Remote)

- Coordinated communication between actors, project managers, and organizers.
- Ensured timely execution of deliverables and built strong working relationships.

Welfare Manager

Creative Peto Concept | May 2023 – Nov 2024 (Contract) | Edo State, Nigeria (Hybrid)

- Planned and managed welfare programs for events and productions.

Volunteer Graphics Designer

Strapi | Sep 2024 – Oct 2024 (Voluntary) | Port Harcourt, Nigeria

- Designed event countdowns, speaker promotions, and launch graphics to enhance brand visibility.

Secretary / Personal Assistant

NYSC (National Youth Service Corps) | Dec 2023 – Oct 2024 (Full-time) | Port Harcourt, Nigeria (On-site)

- Provided administrative support, managed data entry, and ensured efficient office operations.

Graphics Designer

Virtual Business Assists Agency | May 2024 – Sep 2024 (Part-time) | Remote

- Created branded content and engaging social media graphics for various clients.

Social Media Designer

Freelance | Feb 2024 – Jul 2024 (Part-time) | Remote

- Designed visual assets for small businesses, boosting online presence and engagement.

Graphics Designer

Freelance | Mar 2018 – Jul 2024 (Part-time) | Benin City, Nigeria

- Delivered custom graphic design solutions tailored to startups and businesses.

Virtual Assistant

Afritutor International | Dec 2023 – Feb 2024 (Internship) | Remote

- Assisted in social media management, communication, and data entry tasks.

Finance Secretary

FECA Nigeria | Oct 2020 – Oct 2022 | Benin City, Nigeria

- Managed financial reporting, budgeting, and administrative processes.

External Relations Coordinator

FECA Nigeria Edo Zone | Oct 2018 – Oct 2020 (Volunteering) | Benin City, Nigeria

- Led stakeholder engagement and social media initiatives to enhance visibility.

Outreach Coordinator

FECA Nigeria Delta Zone | Dec 2016 – Oct 2018 (Volunteering) | Delta State, Nigeria

- Managed corporate outreach and public relations strategies for community programs.

EDUCATION & CERTIFICATIONS

University of Benin

- B.Sc. in Animal and Environmental Biology | 2018

Design & Administrative Certifications

- **Certificate in Product Design** – Embold Design Academy (May – Jul 2024)
- **Certificate in UI/UX Design** – Dcess Academy (Jul – Aug 2024)
- **Certificate in Executive Assistance** – Elenasy Academy (Dec 2023 – Jul 2024)
- **Certificate in Virtual Assistance/IT Support** – CambriLearn Online School (Oct – Nov 2022)

Project & Business Management Certifications

- **Fundamentals of Predictive Project Management** – Project Management Institute (Credly), Nov 2023
- **Lifelong Learning** – CertiProf (Credly), Apr 2023
- **Fundamentals of Agile Project Management** – Project Management Institute (Credly), Feb 2023
- **Professional Diploma in Project Management** – MTF Institute of Management, Technology & Finance (Udemy), Nov 2023

- **Social Media Management** – Great Learning Academy, Oct 2023
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SKILLS

Design Tools: Adobe Photoshop, CorelDRAW, Adobe Illustrator, Canva, Figma

Project Management: Agile Methodologies, Goal Setting, External Relations

Administrative & Virtual Assistance: Google Workspace, Microsoft Office, Trello, Slack, ClickUp, Asana, MailChimp

Soft Skills: Communication, Event Management, Time Management, Team Collaboration

HIGHLIGHTS & ACHIEVEMENTS

- Designed brand identities for startups such as Krusty Crunch, Amara, Kemo Crafts, Media Goodies, Sosa Fashion, Pantotes, and GreenSlip.
 - Developed UI/UX designs for the mobile app *EduConnect*.
 - Successfully managed outreach and administrative roles with exceptional team-building skills.
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Portfolio and References available upon request.