

Currently Employed: Yes

Summary

Results-driven professional with proven track record of success. Expertise in customer satisfaction with strong background in delivering innovative solutions. Proven ability to deliver high-quality results in fast-paced environments.

Professional Experience

platform.

- Led community management**: i monitored and engaged with followers, responding to comments and, supporting team of 10+ members
- Implemented 60,000ngn job requirements solutions to streamline operations and improve efficiency

messages to build relationships.

- Achieved analytics and reporting**: i analyzed performance metrics and prepared reports to assess the, delivering measurable results
- Achieved effectiveness of campaigns.
- Achieved trend monitoring**: i stayed updated on industry trends and emerging platforms to keep content
- Achieved relevant.
- Achieved collaboration**: i worked with marketing, pr, and design teams to ensure cohesive messaging.
- Led paid advertising**: i managed social media advertising campaigns, including budget allocation and
- Achieved performance tracking.
- Led brand management**: i ensured consistent brand voice and messaging across all social media channels.
- Led crisis management**: i addressed negative feedback and manage the brand's reputation online.
- Led training and leadership**: i mentored junior staff and provided guidance on best practices in social
- Led media management.
- Developed 1. i developed series of websites for the students' educational purpose.
- Achieved 2. i maintained web portals and mobile apps designed for students' registration and administrative

- Achieved purpose.
- Achieved 3. i obtained and evaluated all relevant information to handle product and service inquiries.
- Achieved 4. i provided high-level administrative support by conducting scientific researches, prepared
- Achieved statistical reports, handled information requests, and performed clerical functions such as preparing
- Achieved correspondence, arranging conferences, and scheduling meetings.
- Achieved 5. analysis and interpretation of data, such as demographic characteristics, history and extent of disease,
- Achieved procedures and treatment for publication in scientific journals.

Personal Secretary / Communication Officer

- Achieved i generated and wrote reports for various educational journals and magazines on behalf of my employer., delivering measurable results
- Achieved i provided communication backstopping for events and professional activities for my employer.
- Achieved i assist with content generation for the personal website of my employer.
- Achieved i scheduled interviews and meeting between my employer and various organizations.

Skills

- Website Development
- Corel Graphics
- Computer Troubleshooting & Repair (10+ years)
- Software Development (Visual Studio & Android Studio) using C++
- Java
- OOP
- .Net framework (10+ years)
- Digital Marketing & Social Media Optimization (10+ years)
- Languages
- English Language - Fluent
- Yoruba Language - Fluent
- Links
- <https://digitalskeleton.com.ng>
- Certifications and Licenses
- CITI Program: West African Bioethics Training Program
- November 2014 to Present

- Additional Information
- This certification consists of two modules:
- A. Nigerian National Code For Health Research Ethics.
(ID 40433)
- B. Human Research (ID 3926)

Education

- Master's in Physiology (Reproduction & Developmental Programming)
- University of Ibadan - Ibadan

Achievements

- Successfully applied verbal communication skills expertise to deliver exceptional results
- Successfully applied 60,000ngn job requirements expertise to deliver exceptional results
- Successfully applied ps: selected candidates expertise to deliver exceptional results
- Recognized for outstanding performance and commitment to excellence
- Consistently exceeded performance targets and quality standards