

# DAVID WINSTON ADJAVON

## DIGITAL CREATOR

I am a competent and professional content creator and web developer with over 3 years experience in social media marketing, web design and as a personal/administrative assistant. I possess strong creative and analytical skills. Team player with an eye for detail. **To view some of my completed projects visit my website .**

## WORK EXPERIENCE

### MEDIA CONTENT MANAGER

Central Tech Hub

Oct 2022 - Oct 2023

- Plan, schedule and direct video production.
- Develop and edit content for TV and radio advertisement.
- Manage media channels (Instagram, YouTube, Facebook, LinkedIn)

### WEB DEVELOPER

Freelance

Aug 2020 - Present

- Database administration and website design
- System configuration, troubleshooting and software update.
- Request handling and client support.
- Educational institutions and online classroom management

### ADMINISTRATIVE ASSISTANT

Africa West Area - Facilities Department

Nov 2021 - Sept 2022

- Review construction figures from project managers before submission to Area Architectural Manager.
- Engage accounting practices and checks to ensure accurate figures.
- Submit payment requests for approval.
- Coordinate paperwork submissions with facility and project managers.
- File reports, respond to queries, mails from project



+1 505 5100 512 (WhatsApp)



perfecttechcreatives@gmail.com



8206, Louisiana Blvd NE Suite A  
Albuquerque, United States



<https://perfecttechcreatives.github.io>

## SKILLS

- Web Design & Security
- Copywriting & Editing
- Executive Assistant
- Ads Expert | MS Office Suite
- Content Creator
- Social Media Marketing
- Project Management
- Voice Recording

## EDUCATION

### BSC. COMPUTER SCIENCE

Bharathiar University

2017 - 2020

### PROFESSIONAL COURSES

Google IT Support 2022

TEFL Certified 2021

## LANGUAGE

English (Native)

French (Basic)