



RAYMOND C. DIBIE

PROFESSIONAL COPYWRITER | GRAPHIC DESIGNER | CONTENT CREATOR WEBSITE DESIGNER

DETAILS

Victory Villa Estate, Abijo
GRA, Ibeju-Lekki, Lagos,
Nigeria.
+234 813 411 1639
raymysco@gmail.com

LINKS

www.facebook.com/raymyconcepts
www.instagram.com/raymyconcepts
www.twitter.com/raymyconcepts
www.raymyconcepts.wordpress.com

SKILLS

Copywriting
Microsoft PowerPoint
Adobe Photoshop
CorelDraw
Microsoft Word
Microsoft Excel
Microsoft Access
Digital Illustration
Character Illustration
Multitasking
Good Communication Command
Creativity
Teamwork
Time Management
Leadership
Website Designing

LANGUAGES

English Igbo Yoruba

HOBBIES

Copywriting, Sports, Music,
Swimming, Picnic, Traveling,
Strong the internet, Movies,
Games, Dance,

PROFILE

A professional Educator, Graphic Designer and Copywriter specializing in impacting knowledge, brand development and bringing to market global CPG products and services across multiple channels, markets, and trade environments as well as child development.

EMPLOYMENT

CREATIVE DIRECTOR, RAYMY CONCEPTS, LEKKI, LAGOS

October 2020 - Present

- Develop and execute the company's business strategies in order to attain the goals of the board and shareholders
- Providing strategic advice to the board and Chairperson so that they will have accurate view of the market and the company's future
- Prepare and implement comprehensive business plans to facilitate achievement by planning cost-effective operations and market development activities
- Ensuring company policies and legal guidelines are communicated all the way from the top down in the company and that they are followed at all times.
- Communicate and maintain trust relationships with shareholders, business partners and authorities

HEAD OF STAFF, EXCELLENT STEPHEN ACADEMY, LEKKI, LAGOS

May 2019 - April, 2023

- Collaborating with executive team members to determine and prioritize business strategies.
- Managing the Chief Executive's schedule, scheduling meetings and planning travel Providing department leaders with recommendations and consultation to improve teamwork
- Planning, coordinating and keeping contents of a meeting focused Determining key performance indicators and how to measure team performance Providing tactical support to implement ideas
- Working with leadership to deliver, monitor and communicate progress towards goals Responding to inquiries on behalf of the Proprietor
- Overseeing strategic business initiatives from ideation to implementation
- Identifying and helping solve core problems or opportunities within business processes

**ADMINISTRATOR, GREEN HEIGHTS INTERNATIONAL
SCHOOL, ASABA**
April 2016 - April 2018

- Manage budgets, logistics and events or meetings , record-keeping and reporting
- Ensure the school complies with relevant laws and regulations Develop and run educational programs
- Hire, train and advise staff Counsel students when needed Resolve conflicts and other issues
- Communicate with parents, regulatory bodies and the public Have a hand in the creation of the school curriculum
- Implement actions that improve the school and the quality of education (e.g. building renovations, new guidelines for students, new subjects) Help shape and uphold the vision of the school

TEACHING PRACTICE, OSADENIS HIGH SCHOOL, ASABA.
February 207 - May 2017

- Establishing and enforcing rules of behavior for students in the classroom Preparing lessons, units and projects to complete learning objectives Establishing and communicating clear objectives for lessons, units and projects Adapting teaching methods and materials to meet the interests and learning styles of students
- Encouraging students to explore learning opportunities and career paths Creating, assigning and grading various assessments for students, including tests, quizzes, essays and projects
- Working with students one-on-one when they need extra help or attention Tracking and evaluating student academic progress.

**CLASSROOM TEACHER, GODIC HERITAGE INTERNATIONAL
SCHOOL, ASABA**
April 2015 - December 2016

- Establishing and enforcing rules of behavior for students in the classroom Preparing lessons, units and projects to complete learning objectives Establishing and communicating clear objectives for lessons, units and projects Adapting teaching methods and materials to meet the interests and learning styles of students
- Encouraging students to explore learning opportunities and career paths Creating, assigning and grading various assessments for students, including tests, quizzes, essays and projects

**PERSONAL ASSISTANT, CHRIST VISITATION SCHOOL,
ASABA**

- Schedule meetings and manage calendars Answer phone calls and emails and take messages
- Take accurate and comprehensive notes at meetings Help with daily time management
- Run errands as requested
- Plan travel, including insights, accommodation and ground transportation.

COPYWRITING, RAYMY CONCEPTS, LEKKI

September 2020 Diploma in Copywriting

**NCE (COMPUTER/BIOLOGY) EDUCATION, FEDERAL COLLEGE
OF EDUCATION (TECHNICAL) ASABA.**

December 2014 - October 2018 Graduated with Merit

**DIPLOMA (COMPUTER APPLICATION & PPRECIATION)
RAYMY CONCEPTS, LEKKI**

October 2016 - June 2017 Diploma in Computer Application & Appreciation

DIPLOMA (GRAPHIC DESIGNS) RAYMY CONCEPTS, LEKKI

July 2017 - December 2017 Diploma in Graphic Designing

**SSCE, ST PIUS XTH GRAMMAR SCHOOL, ONICHA-UGBO,
DELTA STATE.**

September 2011 - July 2013

EXTRA-CURRICULAR ACTIVITIES

GRAPHIC DESIGNING, RAYMY CONCEPTS, LEKKI

October 2020 - Present Professional Graphic Designer

COURSES

**COMPUTER EDUCATION, FEDERAL COLLEGE OF EDUCATION
(TECHNICAL) ASABA**

December 2014 - October 2018

**BIOLOGY EDUCATION, FEDERAL COLLEGE OF EDUCATION
(TECHNICAL) ASABA**

**COMPUTER APPLICATION & APPRECIATION, RAYMY
CONCEPTS, LEKKI**

October 2016 - June 2017

GRAPHIC DESIGNING, RAYMY CONCEPTS, LEKKI

Julv 2017 - December 2017

COPYWRITING, RAYMY CONCEPTS, LEKKI

September 2022 - OCTOBER 2022

REFERENCES

**MRS MORDI FRANCA, GREEN HEIGHTS INTERNATIONAL
SCHOOL, ASABA**

+234 803 455 0300

**MR ROTIMI IFANEGAN, EXCELLENT STEPHEN ACADEMY,
LEKKI**

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