



SUMMARY

Highly adaptable and detail-oriented professional with experience in customer service, social media management, website development, and hospitality. Skilled in handling client interactions, managing social media engagement, designing user-friendly websites, and ensuring excellent customer satisfaction. Proven ability to work both independently and as part of a team while maintaining professionalism and efficiency in fast-paced environments.

EDUCATION

Feso International School

O'level graduate.

SKILLS

- Customer service & client relations
- Strong communication & interpersonal skills
- Social media management & content creation
- Administrative support & personal assistance
- Time management & multitasking
- Problem-solving & conflict resolution

PROFESSIONAL EXPERIENCE

Social Media Manager & Content Creator

Freelance | 2024 - Present

- Managed social media pages for brands, creating engaging content and growing audience reach.
- Scheduled posts, responded to DMs, and optimized social media presence.
- Volunteered as a content creator for Boss Babes, a women empowerment group.

Personal Assistant & Customer Service Representative

Zephans And Co . | 2022 - 2024

- Assisted business owners with administrative tasks, scheduling, and client communication.
- Provided customer support by handling inquiries, complaints, and resolving issues professionally.

Hospitality Industry (Waitress, Customer Service)

Fine Dining Restaurants, Clubs & Lounges.

- Delivered excellent customer service in high-end restaurants and lounges.
- Managed reservations, handled customer complaints, and ensured a seamless guest experience.
- Maintained professionalism and efficiency in fast-paced environments.