

OYELAMI MERCY OLOLADE

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PROFILE SUMMARY

I am a dynamic and versatile individual with extensive experience in social media management and content creation. I have successfully managed digital strategies for my own brand and significantly boosted social media presence and engagement for an international NGO. I also have a proven track record in product and technical writing as well as graphics designing and video editing. I am skilled in virtual assistance and customer service with a strong ability to adapt and excel in various roles. Currently learning French, I am committed to continuous learning and professional growth.

EDUCATION

Bachelor of Technology (B.Tech): Ecotourism and Wildlife Management 2025
Federal University of Technology, Akure.

Ordinary National Diploma (OND): Science Laboratory Technology 2017
The Polytechnic, Ibadan.

WORK EXPERIENCE

EXECUTIVE SECRETARY JCIN FUTA

June 2023 to June 2024

- Oversaw the day-to-day operations of the secretariat, ensuring alignment with the President's directives and organizational policies.
- Attended all organizational meetings, meticulously recorded minutes, and documented activities. Distributed meeting minutes to the Executive Committee, Board of Directors, and General Assembly within 72 hours, maintaining a permanent and accessible record.
- Handled the dissemination and dispatch of official correspondences, ensuring proper approval by the President before distribution.
- Maintained and regularly updated the organization's membership database, ensuring records were complete, accurate, and accessible for inspection by members.

PRODUCT AND TECHNICAL WRITER Mentoring Her

January 2023 to December 2023

- Wrote user manuals, guides, and technical documentation for products.
- Collaborated with subject matter experts to gather information and ensure accuracy.
- Edited and proofread documentation to ensure clarity and consistency.
- Conducted research to understand complex technical concepts and processes.
- Created diagrams, screenshots, and other visual aids to enhance documentation.

SOCIAL MEDIA MANAGER/CONTENT CREATOR

January 2022 to March 2022

Mentoring Her

- Created and implemented content strategies for the company's social media platforms.
- Interacted and facilitated engagement with target audience through the company's social media accounts.
- Used social media marketing tools to create and maintained company's brand story.
- Developed social media strategy to drive conversion to the company and told organization's story to an international audience.
- Developed and implemented social media marketing campaigns, promotions, and sponsored ads.
- Shared progress results of implemented strategies.

CERTIFICATIONS

- Jobberman Soft Skills Training - December 2021
- Techy Train Incubator's Basic Digital Skills Training - December 2021
- Tech Up Naija Women Bootcamp - January 2022
- Cyber Naija with Hashim Project on Digital Skills - Social Media Management for Entrepreneurs – June 2022
- Vulnerability Assessment and Penetration Testing - November 2023
- Learn a Skill Graphics Designing - February 2024
- Certificate of Service, JCIN FUTA - June 2024

SKILLS

- Graphics Designing
- Basic Video Editing
- Proficient in Microsoft Packages
- Problem solving abilities
- Leadership and teamwork
- Innovation and Creativity
- Excellent communication and interpersonal skill.
- Excellent organizational and time management abilities.