# WORK HISTORY



# ANGELS HOMECARE SERVICES March 2025 – June 2025

# Position: Social Media Manager & Client Relations Executive

* Led the creation, scheduling, and publishing of engaging social media content tailored to the healthcare industry.
* Managed client communications, inquiries, and service follow-ups through reception and digital channels.
* Produced compelling video content, training promos, and branded reels to increase awareness and engagement.
* Designed and executed campaigns highlighting caregiving services, client needs, and staff training programs.
* Delivered creative assets including graphics, scripts, and edited videos for marketing and training use.

**AFAM UCHE LIMITED January 2024 - Till Date**

# Position: Personal Assistant & Web Content Manager

* Supervised the entire team on the brand – Operational, Design, Email Marketing, Social Media, and Writing Team.
* Write, edit, optimize, and publish articles on WordPress
* Scheduling appointments, maintaining an events calendar, and sending reminders.
* Creative contribution to all teams
* Effectively supervise and manage several activities on the different blogs of the company.
* Strategic topic research for content writing for blogs.

# DBug House January 2023- January 2024

# Position: Content Writer/Virtual Assistant (Freelance)

* Developed blog content and articles for D Bug House website
* Prepared content calendars for D Bug House social media platforms
* Prepared proposals to meet the company deadline
* Worked closer with teams to contribute to the growth of the brand

**LeVogue Magazine August 2023 - December 2023**

**Position:**

## Editorial Assistant

* Writing and editing stories, doing features for the Magazine
* Reached out to clients through cold calling
* Participated in brainstorming and conducted research to develop and support writing
* Managed LeVogue social media pages to ensure the growth of the organization's online presence

**Kencastro Foundation November 2022 – Present**

**Position: Social Media Manager**

* Manage social media page, and create content ● Promoted brand through sponsored ads
* Increased customer base by 30% during the year 2023 due to the delivery of quick service.

## Faige Robotics September 2022 – January 2023

## Position: Social media manager(Intern)

* Received 97% satisfaction rating from customers.
* Collaborated with the team to quickly resolve customer complaints with appropriate action.

# National Youth Service Corps (NYSC) July 2022

**Position: Reporter, News Editor of Orientation Broadcasting Service (OBS)**

# DivineGrace provision store November 2016 – August 2020

## Position: Sales Representative

* I used the knowledge of the company’s product to connect with consumers and generate sales for the supermarket.
* Being a sales representative exposed me to bookkeeping, cash flow, managing, and keeping records.

**Avedok Media January 2019 – June 2019**

**Position:**

## Content writer and copywriter (Intern)

 After taking courses and doing different research on digital marketing, social media management, and marketing, I learnt how to offer digital services under the tutelage and mentorship of the CEO and founder of Avedok Media. Being a fast learner, I was able to offer digital services and manage social media pages in 2 months. I served in the capacity of page manager and a copywriter and executed different works for the company before the end of my stay as an intern.

## EDUCATION



**B.A Linguistics and communication studies 2016 – 2021 University of Calabar, Cross River State. Nigeria**

## CERTIFICATION/TRAINING



## Public Relations Master Professional Certificate (UDEMY) 2024

## Business Communications( HP LIFE online course) 2024

* **Jobberman** Soft **Skills Training Certification**  **2023**
* **Nigeria Youth Service Corp (NYSC) June 2022 – June 2023**
* **Certification of participation (FESTIVAL OF BIG IDEA AND INNOVATION) 2023**
* **Creative and Content Writing (PD HUB) 2022**
* **Digital Marketing (TERRA SKILLS LEARNING SYSTEMS LIMITED) 2022**

## DIGITAL TOOLS AND HOBBIES



* WordPress
* Highly Proficient in Computer applications; (AI, Corel Draw, MS: Word, PowerPoint, Google, Google Analytics)
* Good Problem-Solving Skills
* Writing Skills
* **Interest**: Education, Employability, Youth Transition relationship building and Research

## PORTFOLIO

## https://vinemedia.my.canva.site/ PROFESSIONAL REFEREES

## Name: Mr Everest Victory Position: Technical Director of DBug House Email: victory@dbughouse.com Phone: +234 810 823 0223

## Relationship: Manager