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SKILLS

- | | | |
|--|-----------------|---------------|
| • Excellent Communication | Problem-Solving | Collaborative |
| • Spontaneous | Collaborative | Adaptable |
| • Graphics Designer (Canva) | Accountable | Proactive |
| • Virtual Assistant | | |
| • Social Media Manager (Facebook, TikTok, Twitter, IG) | | |
| • Microsoft Office Tools (Excel, PowerPoint, Word) | | |

WORK EXPERIENCE

1. Social Media Manager (Remote):

Divinics Solar Company, Anambra State, Nigeria (2024 - Date):

- Develop and execute a social media marketing strategy aligned with Divinics Solar's business goals.
- Educate the audience on the benefits of solar power, energy savings, and sustainability through high-quality graphics, video, and infographics content.
- Share customer testimonials and successful solar installations to build credibility.
- Optimize ad campaigns for conversion (sales-focused ads) and brand awareness (reach and engagement ads).
- Track and analyze social media metrics (engagement, leads, conversion rates, ROI).

2. Social Media Manager (Remote):

Gadgets Meet-Point, Rivers State, Nigeria (2024):

- Develop and implement a social media marketing strategy aligned with business goals.
- Plan and schedule engaging content using social media management tools
- Create and publish high-quality graphics, videos, reels, and promotional posts showcasing gadgets.
- Run Facebook and Instagram Ads for product awareness, sales, and engagement.
- Optimize campaigns for conversion (sales-focused ads) and engagement (likes, shares, and follows).

3. Social Media Manager:

Salvation Ministries, Enugu State, Nigeria (2023 - 2024):

- Develop and execute a social media strategy aligned with the ministry's mission.
- Manage all official social media accounts (Facebook, Instagram, etc.).
- Create and schedule engaging posts, including sermon highlights, Bible verses, testimonies, and church announcements.
- Run social media ads to promote church events, special programs, and outreach activities
- Coordinate with pastors, ministers, and departments for content planning.

4. Administrative Clerk:

Leomarkz Integrated Services, Enugu State, Nigeria (2023):

- Manage incoming and outgoing correspondence (emails, letters, packages).
- Prepare reports, invoices, and other administrative paperwork
- Prepare and distribute internal memos and documents

5. Community Manager (Remote):

Rentbetahouse Nigeria Limited, Enugu State, Nigeria (2022):

- Respond to comments, messages, and discussions across social media and online forums.
- Moderated user-generated content to ensure brand reputation and a positive community environment.
- Collaborate with the marketing team to align content with branding strategies.
- Provide reports on community growth, engagement trends, and key insights.

EDUCATION

- Bachelor's Degree (B.Sc) in Microbiology, University of Cross River State, Calabar, Cross River State, Nigeria, 2016 - 2021

PROFESSIONAL CERTIFICATIONS AND TRAINING

Certification in Advertising with Meta, Meta (Coursera), 2024

Certification in Introduction to Social Media Marketing, Meta (Coursera), 2024

Certification in Social Media Management, Meta (Coursera), 2024

Certification in Digital Marketing, Digigirls Cohort 3.0, Cybersafe Foundation, 2023

Certification in Business Problem Solving Model, Mindluster Academy, 2023

Certification in Copywriting, Live Your Dreams Africa, 2023

Certification in Soft Skills, Jobberman, 2022

REFEREE

- Available on Request