

Results-driven virtual assistant with expertise in website engagement, social media management, and digital marketing. Proven ability to drive client satisfaction and online presence.

Skilled in building relationships, creating engaging content, and implementing effective digital strategies.

### **EDUCATION BACKGROUND/ QUALIFICATION:**

Alaba Primary School, Lagos  
First School Leaving Certificate  
(FSLC) -1997 – 2004

Chambers Comprehensive College, Lagos Senior School Certificate  
Examination (SSCE) - 2005 – 2011

Lagos City Computer College, Lagos  
Diploma in Desktop Publishing - 2012

University Of Uyo, Uyo  
BSc Accounting - 2018 – 2023

### **WORKING EXPERIENCES:**

Delta Kitchen, Lagos State  
**Position Held:** Cashier/ Inventory Recording - 2014- 2016

Anderson Book Shop, Lagos State  
**Position Held:** Book Store Assistant/ Book Keeping - 2017

Mega Kitchen, Lagos State  
**Position Held:** Store Keeper/ Data Entry Asst- 2019

100 Fold Techworld, Akwa Ibom State, Uyo  
**Position Held:** Social Media Manager/ Tele Marketer - 2020

LawPat Technology, Akwa Ibom State  
**Position Held:** Content Creator / Visual Creator/ Website Optimization  
- 2022

Tech Range, Akwa Ibom State  
**Position Held:** Digital Marketing / Social Media Manager - 2024

### **SKILLS:**

Visual Creator / Web Design/ Digital Marketing/ Visual Assistant

**HOBBIES:**

Travelling, Reading

**REFERENCE:**

**Agnes Sunday**

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