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Summary

A certified Virtual Assistant and Digital Marketing Specialist with expertise in calendar management, social media strategy, project coordination, and client support. Passionate about streamlining operations, enhancing brand visibility, and driving efficiency for businesses. Seeking an opportunity to leverage my skills in administration, digital marketing, and customer relationship management to support business growth and productivity.

Experience

- National Youth Service Corp** Aug. 2024 - Aug. 2025
Teacher
- Crea8genius Digital Agency** July 2024 - July 2025
Social Media Manager
As Social Media Manager at Crea8genius, I led content planning, creator collaborations, and platform management across Instagram and TikTok. I created engaging short-form content, managed daily posts, and built a vibrant online community that reflected the brand's tone and values. I also identified and partnered with content creators for campaigns and gifting, tracked deliverables, and maintained our influencer database. When promoted to Marketing Team Lead, I expanded my role to include managing a small team, overseeing campaign execution, and supporting business growth through cold calling and lead generation. I collaborated closely with the founders and creative team to align marketing initiatives with brand strategy, while also pitching fresh, trend-driven ideas to keep our content relevant and engaging.
- Freelance** January, 2024 - June, 2024
Executive Assistant (Remote)
Managed calendar scheduling, coordinated meetings, and prepared detailed minutes for internal and external sessions.
Handled travel arrangements including flight bookings, hotel reservations, and itinerary planning.
Performed accurate data entry and maintained organized digital records and documents.
Provided general administrative support, ensuring smooth day-to-day operations and timely task execution.
Communicated with vendors and stakeholders professionally, both via email and over the phone.
- E-Settlement Limited** Nov 2021 - July 2023
Agent Recruitment Executive
Recruited, onboarded, and supported agents for PayCentre's financial products (POS, mPOS, Yep!).
Recovered unused POS terminals and reactivated inactive agents to boost network engagement.
Maintained communication with field agents to resolve onboarding or operational issues efficiently.
- Kotlead** Oct 2022 - Dec 2022
Virtual Assistant (Lead Generator)
Acted as executive assistant to the CEO, handling meeting scheduling via Zoom, Google Meet, and email.
Researched and generated high-quality leads for branding and web development services.
Engaged potential clients via email outreach and followed up to support successful deal closures.
- Javic Investment and Properties Limited** April 2021 - Aug 2021
Executive Marketer
Promoted and sold real estate products and services, including land and property management offerings.
Built client relationships and provided tailored property solutions to meet client needs.
Consistently met sales targets through effective communication, negotiation, and follow-ups.
Participated in client acquisition, estate tours, and transaction closures.

Skills

- Communication (written and spoken)
- Collaboration
- Emotional intelligence
- Knowledge of Microsoft office and Google workspace
- Resourcefulness and initiative

- Research and Organizational skills.
- Copywriting skill
- CRM tools(Hubspot, Semrush, Hootsuite)
- SEO
- Google Analytics
- Social media management
- Digital Marketing
- Google Ads
- Research

Achievements & Awards

- Certificate in Virtual Assistance By ALX(MasterCard)
- Certificate in Digital Marketing and Social Media Management (Digital Marketing skills Institute)
- Certificate in Health, Safety and Environment

Education

- **University of Port Harcourt**
Human Kinetics and Health Education
Second class

2019

Projects

- **Social Media Manager**
I manage the Facebook page of Renaissance Assembly Yenagoa. I put up content,both graphics and written. Set up calendar events,Run Ads and control engagement on the platform for organic growth.
- **Research Assistant**
I have been an assistant to two medical doctors.
1: A paediatrician finding about the effects of gadgets and it's relation to visual acuity of primary school children.
2: A paediatrician finding about the relationship between poor sleeping and overweight/obese children in secondary schools.

Additional Information

Cell Leader

I am currently a Cell (fellowship) leader in church since 2022. This has given me the ability to hone my leadership skills,as it has enabled me to work with diverse type of personalities and people. Through this position I have been able to build up skills such as;

- ° Interpersonal skills
- ° Empathy
- ° Tolerance
- ° Collaboration
- ° Resourcefulness and initiative
- ° Leadership
- ° people skills.

Through this I am able to handle challenges and find ways to make them a success.

Reference

- **Mr Godfrey Godlove - Crea8genius Digital Agency**
Founder (MD) Crea8genius Digital Agency
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