

ABASIODIONG ANIEKAN

Executive Virtual Assistant

Uyo, Nigeria.

(+234)7064912995

<https://www.linkedin.com/in/abasiodionganiekan/>
abasiodionganiekan1@gmail.com

PROFESSIONAL EXPERIENCE

Lead Generation Specialist – Forever Staffing

August 2025

- Researched and identified qualified leads for recruitment campaigns.
- Maintained accurate records of prospects and follow-up actions.

Creative Assistant – Founder

June 2025

- Developed creative concepts for campaigns and assisted with brand communications.
- Coordinated design assets and ensured timely delivery of project materials.

Social Media Team (Volunteer) – Afrilish

July 2024

- Assisted in creating and scheduling posts across platforms to increase reach.
- Collaborated with team members to optimize content for higher engagement.

Engagement Support (Volunteer) – Elegance Media

June 2024

- Supported online engagement activities that improved brand interaction rates.
- Monitored comments, messages, and community feedback to maintain positive audience relations.

Content Strategist & Storyteller - Brandaro

April 2025

- Developed and executed a 2-month LinkedIn content calendar by increasing engagement by 45%.
- Boosted company visibility by 30% through consistent storytelling and value-driven posts.
- Used Canva and Grammarly to design and edit compelling visual content.
- Strengthened brand voice and storytelling, leading to a spike in B2B inquiries.

Virtual Assistant - Nsefud Culinary School

February 2025

- Responded to over 150 customer inquiries via Gmail and WhatsApp Business with 98% satisfaction.
- Managed and updated Google Calendar with 30+ training sessions and consultations.
- Designed and launched 5 Meta Ads campaigns, resulting in a 35% increase in sign-ups.
- Created and analyzed 10+ Google Forms for customer feedback and course reviews.
- Booked local and international travel arrangements, maintaining 100% booking accuracy.

Project Manager / Administrative Support - Reality School

January 2024

- Coordinated school documentation for 200+ students and teachers using Google Drive and Docs.
- Implemented a structured calendar system, reducing scheduling conflicts by 60%.
- Supported leadership in daily planning, budgeting, and internal communications.

- Coordinated assignments, notes, and parent communication while ensuring confidentiality of student information.

Executive Assistant - The Dell Agency

December 2023

- Managed executive schedules, reduced missed meetings by 40% using Google Calendar.
- Drafted and reviewed over 100 business documents with 0% error rate.
- Coordinated 20+ business trips and stakeholder meetings, ensuring smooth logistics.

Social Media Manager - Avila Naturalle

December 2022

- Managed social media content for 3 platforms, achieving 25% growth in organic followers.
- Scheduled and tracked 100+ posts using Meta Business Suite and Trello.

Community Manager (Volunteer) - Akwa Ibom Online Group (Facebook)

March 2023

- Increased group membership from 500 to 2,400+ in 18 months through targeted campaigns.
- Curated weekly engagement posts, improving group interactions by 60%.
- Used Meta Insights to monitor growth and engagement trends monthly.

Content Writer & Editor (Freelance) - Bonbon Studio

January 2021

- Wrote over 15 fictional stories and edited 10+ academic projects and dissertations.
- Improved readability and engagement of social media content by 30%.
- Delivered high quality, plagiarism free writing within 24–48 hour turnaround times.

EDUCATION

M.A. in Broadcasting & Film Studies - University of Uyo

2019 – 2024

B.A. in Communication Arts - University of Uyo

2013 – 2017

CERTIFICATIONS

- IT Support Skills – Digital Witch Academy (2025)
- Virtual Assistance - ALX (2025)
- Project Management – LinkedIn (2024)
- Branding Foundations – LinkedIn (2024)
- Customer Service – LinkedIn (2024)
- Email Marketing – LinkedIn (2024)
- Content Marketing – LinkedIn (2024)
- Business Writing - LinkedIn (2024)
- Leadership Training – More Leadership Academy (2023)
- Adobe Photoshop Certification - Westbrain Studios (2023)
- Digital Marketing - Digilyte Express (2019)

INTERESTS

- Film & Scriptwriting
- Branding & Marketing
- Visual Design & Photography
- Educational Leadership & Public Speaking
- Tech Tools, IT Support & Automation

LANGUAGES

- English – Fluent (Professional Proficiency)
- Ibibio – Native

PORTFOLIO

 My Portfolio in: