

SOCIAL MEDIA MANAGER

Enthusiastic and detail-oriented professional with hands-on experience in client communication, social media management, and digital marketing. Skilled in handling client inquiries, managing online communities, and creating content that builds trust and brand awareness. Adept at coordinating virtual projects, hosting meetings, and fostering relationships through clear, empathetic communication.

SKILLS

Microsoft Office
Problem Solving
Content Creation

Team Leadership
Project Management
Executive Management

Public Speaking
Strategic Planning
Sales

Excellent Communication
Trend Monitoring
Time Management

PROFESSIONAL EXPERIENCE

SOCIAL MEDIA MANAGER

The Creative Startup | Port Harcourt, Rivers State | Sept 2023 - Present

- Manage Instagram and Facebook pages for brands, aligning posts with each brand's voice.
- Plan and schedule content, including stories and posts.
- Use analytics tools to track progress and suggest improvements.
- Respond to messages and comments to boost engagement and loyalty.
- Collaborate with designers and marketing teams for consistent branding.

SOCIAL MEDIA MANAGER & PROJECT MANAGER The Stammer Foundation | Nov 2024 – Oct 2025

- Managed Facebook, Twitter, and WhatsApp community groups for the organization.
- Created and shared educational and awareness content promoting inclusion.
- Coordinated and hosted monthly online meetings for members and volunteers
- Responded to inquiries and feedback promptly, ensuring community trust.
- Collaborated with the leadership team to plan and execute awareness campaigns.

**SOCIAL MEDIA MANAGER-
CONFERENCE CAMPAIGN**

Wire Network | Akwa, Anambra State | April 2024 - Dec 2024

- Developed strategy for promoting an annual conference.
- Managed Facebook and Instagram, boosting engagement with targeted content.
- Created graphics, videos, and blogs in coordination with the team.
- Delivered reports on campaign performance and audience activity.

SOCIAL MEDIA MANAGER (3 months Contract)

Panyu Hotel | Aba, Abia State | Nov 2023 - Jan 2024

- Promoted hotel services through content on Instagram and Facebook.
- Engaged directly with customers online and handled inquiries via email.
- Boosted online visibility and customer satisfaction through timely communication.
- Tracked metrics and shared insights for content improvement.

EDUCATION

B.Ed. in Biology Education
University of Nigeria, Nsukka | 2016 – 2019

**Digital Marketing Certification
Innovation Growth Hub | July 2023 – Dec 2023**

Fundamentals of Digital Marketing
United Latino Student Association | Aug 2023

ACHIEVEMENTS & VOLUNTEER EXPERIENCE

Volunteer
Sales Hack Conference , Port Harcourt, Rivers State

May 2024-Oct 2024
