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## **PROFILE**

Highly motivated and enthusiastic with proficient communication skills and a remarkable ability to develop trusting relationships with people, Increased and maintained clients of Hugodiamond Logistics ( now Siruexpress ) by servicing company-client relationships and client's felt and actual needs and running Facebook ads that lead to the increase of client database. Increased number of customers through active and customer friendly services at victory dispensary, a talented listener, organized a successful delivery of welfare services to subgroup members by running an analysis of members needs based on felt and actual needs, a passionate activist on issues relating to the self development of the female gender. Interested in contributing positively while gaining valuable experience

## **EDUCATION**

2013-2018 B.Agriculture, Obafemi Awolowo University, Ile-Ife Nigeria

2012 O-Level, Command Day Secondary School, Enugu Nigeria

2019. Creating a Facebook Ad via Facebook Blueprint

2019 Promoting a business with online Advertising via Google digital Skills for Africa

2019 Fundamentals of digital marketing via Google digital Skills for Africa

2020 Expanding a business to other countries via Google digital Skills for Africa

## **EXPERIENCE**

July, 2020- Present. Creative director, jedizen Knitting and craft store

March - July, 2020 Social Media Manager, Wealth Creation Academy  
Responsibilities include handling social media pages, running facebook and Instagram Ads, content creation.

February, 2019 Intern, Hugodiamond Procurement and Logistics  
Responsibilities includes supervising clients order, responding to clients needs via email and phone conversation, sorting and checking clients consignment before delivery, connecting the logistics department with head of operations.  
Promoting company's social media presence and creating partnership deals with prospective clients

January 2019 Volunteer, Hugodiamond Procurement and Logistics

Responsibility includes taking clients order, preparing accurate bill(s), responding to clients needs via email and phone conversations

February, 2019 Executive Marketer/Customer Agent, Hugodiamond Procurement and Logistics  
Responsibilities include managing Social media accounts (Instagram, Facebook, YouTube), creating media content for company's promotions, customers first point of contact, monthly report writing.

2016-Present Sales Manager, Zenith sheets/ Jedizen\_stores  
Responsibility includes product packaging, financial transactions, customer service, ordering products, customer care, conversion of likes and visits to sales.

[2010-2016] Chief marketing officer Victory dispensary Makurdi, Benue State Nigeria  
Responsible for building customer-client relationships achieved through adequate feedback of customers' needs. Increased sales by familiarizing with new products to meet customers' needs

[2015-2016] Assistant Faculty Representative of the Redeemed Campus Fellowship OAU (RCF OAU)

Responsibility includes keeping faculty members up-to date with the fellowship activities, serving as a go-between the fellowships' executives and faculty members. Co-Planning academic seminars, tutorials and mock-examinations

2015 Essay writing for Wells mountain foundation scholarship on Rape  
2015 Essay writing for Nigerian Women Association in Georgia

## **SKILLS**

- Facebook and Instagram ads intermediate level
- Content creator
- Self motivated
- Strong verbal communication skills
- Background in supervision, management and customer service
- Human resources training
- Powerful negotiation skills

## **SOFTWARE SKILLS**

IT: Intermediate level: Word, Excel, Access, PowerPoint, Canva and WordPress

**HOBBIES:** Traveling, Meeting people, reading articles, engaging in conversations