

SMITH, ALBERT OLADIMEJI *HND*,

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Lagos Island, Lagos State, Nigeria

CAREER OBJECTIVE

I seek to work in an organization using my experience, competence, and knowledge skills alongside the organization's dynamic team to establish, pursue and polish the organization's corporate image. I am a bright and dedicated individual with relevant hard and soft skills and I am ready to identify and pursue exciting career opportunities within the industry while exhibiting self-inbuilt talents in such a way that will add to the prestige and goodwill of the organization. Being a good team player and ambassador, who works hand in hand with colleagues to achieve organization-set goals and objectives (corporate and financial).

SKILLS AND COMPETENCIES

- Communication Skill
- News Writing
- Organisational Management
- Press Release Writing
- Content Creation
- Customer Service
- Corporate Communications
- Copywriting
- Journalism
- Public Speaking
- Newscasting
- Analytical Reasoning
- Public Relations
- Broadcasting
- Project Management
- Researching
- Leadership
- Emotional Intelligence
- Interpersonal Relations Skill
- Proofreading & Editing Skill
- Social Media Savvy
- Sales & Marketing
- Teaching

Software Skills: Microsoft Word, Google Docs, Inshot Video Editing App, Legend Text Animator

EXPERIENCE

- Freelance E-commerce Writer**– Top Worldwide, LLC (nationaltoday.com) **June 2022– till date**
- Write product reviews for online marketing platform National Today.
 - Regularly communicating with National Today team and TOP Worldwide staff about availability and submissions.
 - Revise articles in accordance with feedback from the National Today team.
 - Submit all assignments on time and in accordance with content creation guideline and formatting.
- Lead Innovator**–Albertology Communications **Jan. 2020– May, 2022**
- Managed the activities of AlbaFero media and CVWriterZone.
 - Creation and daily posting of social media contents.
 - Attended to customers/clients requests, complaints and enquiries.
 - Ensured timely delivery of customers/clients tasks.
 - Wrote of CVs and optimized LinkedIn accounts for clients.
 - Wrote research projects and academic papers.
 - Partnered with relevant brands and businesses.
- Editor-in-chief** –Polyrays Newspaper **Oct. 2018–Nov.2019**
- Built and appointed a vibrant team of sub-editors and correspondents.
 - Brainstormed and planned newspaper production process with sub-editors.
 - Assigned news beat to sub-editors and correspondents.
 - Proofread and edited news & other articles by correspondents.
 - Review all pictures and layout of articles in the newspaper before production.
 - Participated and supervised the publication of the Polyrays newspaper.
- Media Intern** – Unilag 103.1FM, Lagos **Jan. 2015 –Jan. 2016**
- Sourced for newsworthy contents.
 - Prepared and wrote newsworthy contents for broadcast.
 - Actively participated in the production process of daily news broadcast.
 - Covered and reported assigned events.
 - Engaged in the recording of vox pops.

News Correspondent (intern)– The Niche Newspaper

Nov.2014 – Jan.2015

- Weekly reports of the 2014 national elections (presidential and senatorial).
7th Dec. 2014 –Pg. 5, 11th Jan. 2015 – Pg.7
- Weekly reports of entertainment news. 11th Jan. 2015 – Pg. 46
- Wrote a 2-page feature article on “One City, Many Voices on Radio”.
25th Jan. 2015 – Pgs. 2 and 3.

News Correspondent – AAPOLY News Magazine

Oct.2016 – Dec.2017

- Wrote articles in the maiden edition of the magazine.
- Reported news on campus and other relevant news within the community.
- Participated actively in the production process of the magazine maiden edition.

TRAINING & CERTIFICATIONS

- **Google Digital Skills for Africa**– Fundamentals of Digital Marketing **2023**
- **JOBBERMAN**– Soft skills Training Certificate **2021**

EDUCATION

- **HND, Mass Communication** –The Polytechnic Ibadan, Oyo State –Upper Credit **2019**
- **OND, Mass Communication** – Abraham Adesanya Polytechnic Ijebu-igbo, Ogun State –Upper Credit **2015**
- **WASSCE**– Mayflower School, Ikenne, Ogun State. **2013**

LEADERSHIP EXPERIENCE

- **President** – Editorial and Publicity CDS Group (Makurdi, Benue state) **Oct. 2022 – June 2023**
- **State Coordinator 2** – Global Youth Network (Lagos State Chapter) **Feb. 2021 – Feb. 2022**
- **State Coordinator 2** – Global Youth Network (Lagos State Chapter) **Feb. 2020 – Feb. 2021**
- **General Secretary** –Faculty of Business and Communication Studies Students’ Association **Jan. 2018 – Dec. 2019**
- **Public Relation Officer** – Association of Student Communicator (AAPoly Chapter) **Jan. 2014 – Jan. 2015**
- **Deputy General of Protocol** – Man ‘O’ War Nigeria (AAPoly Command) **2014/2015**

REFEREES

- Available on request