

JOHANNA ADELEKE

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CAREER SUMMARY

Creative graphic designer with three years of experience, seeking to apply my design expertise and artistic skills to elevate brands and projects. My objective is to continue producing visually stunning and effective design solutions while collaborating with teams to bring innovative ideas to life. With a solid understanding of design principles, proficiency in industry-standard software, and a proven track record of delivering high-quality work, I aim to contribute to the success of clients and organizations.

WORK HISTORY

Contemporary & Innovative Technologies, Lagos Nigeria 2017 - 2019

Administrative Assistant

- Managed office operations by maintaining and organizing files, documents, and records.
- Provided administrative support to executives, including scheduling meetings, managing calendars, and making travel arrangements.
- Answered and directed phone calls, emails, and inquiries from clients, customers, and team members.
- Prepared and proofread documents, reports, and presentations, ensuring accuracy and professionalism.
- Coordinated logistics for meetings and events, including room reservations, catering, and audiovisual equipment setup.
- Assisted in the onboarding of new employees by creating training materials and facilitating orientation sessions.

Kappari Enterprise, Akwa Ibom, Nigeria August 2019 – May 2020

Junior Graphic Designer

- Developed high-quality, creative graphics for diverse company needs.
- Designed and developed creative solutions to satisfy marketing and communications requirements.
- Updated skills, software, and hardware to harness new technologies and features and offer innovative ideas for marketing campaigns.
- Collaborated with cross-functional teams to create visually appealing and effective design solutions for both print and digital media.
- Designed marketing collateral, including social media posters, and promotional materials that aligned with the brand's visual identity.
- Assisted in the development and execution of social media campaigns, creating eye-catching graphics for posts and advertisements.

Errand360HQ, Lagos, Nigeria 2021 - 2022

Graphic Designer/Community manager

- Researched and shared social media resources and information to facilitate the graphic design process.
- Managed and nurtured online communities on social media platforms, fostering positive engagement and building brand loyalty.
- Created and curated content that resonated with the target audience, resulting in increased social media followers and higher engagement rates.
- Responded to comments, messages, and inquiries from community members, addressing concerns, answering questions, and ensuring a positive community experience.
- Collaborated with cross-functional teams to ensure brand consistency and promote the brand's

voice and image.

- Developed and managed a content calendar to ensure timely and relevant content delivery to the community.

FlexiCarers, United Kingdom 2023 (Freelance)

Logo Designer

- Conceptualized and executed a wide range of design projects, from branding and logo development to marketing collateral and digital assets.
- Collaborated with clients to understand their brand values, objectives, and vision, translating them into unique and effective logo designs.
- Created visually compelling logos that aligned with the brand's identity and resonated with the target audience.
- Developed and presented logo concepts to clients, incorporating feedback and revisions to achieve the desired result.
- Maintained a keen eye for design trends and industry standards to ensure that logos remained fresh and relevant.
- Created and delivered logo files in various formats and sizes to accommodate different applications and platforms.

EDUCATION

Diploma, Science laboratory technology

University of Jos, Plateau. (2007 – 2009)

Accounting (HND)

Tower polytechnic, Abeokuta. (2010 - 2012)

CERTIFICATION/TRAINING

Jobberman Soft Skills Training Certification (2020)

Alison Graphic & Visual Design Certification (2020)

Coursera Brand Identity & Strategy Certification (Coursera 2022)

Graphic Design (CalArts 2022)

VOLUNTEER EXPERIENCE

Heritage Homes orphanage - Non-Profit Organization May 2019 - PRESENT

- Volunteer catering and feeding the children.
- Supervised a team of three people to ensure the successful completion of the project.

PROFESSIONAL SKILLS

- Communication
- Graphic Design Software Proficiency
- Color Theory
- Layout Design
- Vector Graphic
- Web Design
- User interface Design
- Branding
- Communication
- Creativity
- Attention to Detail

- Time Management
- Adaptability
- Collaboration
- Time management

References: Available on request