**FUNMILAYO AKINTADE**

<https://selar.co/m/FunmiTemiAkintade>

<https://www.facebook.com/temistories/>

**Address**: No.482, Gwagwalada, Abuja, Nigeria.

**Phone:** +2347062617316 **Email**: funmiakins40@gmail.com

**CAREER SUMMARY**

Professional and detail-oriented Creative Content Writer with 5+ years of experience in writing and editing, specializing in user help guides, newsletters, and B2B/B2C articles. Excellent writing, analytical thinking, research, and time management skills. Wrote over 10 articles for Juga Health, including newsletters for several online sites resulting in an 80% increase in product-related sales.

**EDUCATION** **Date**

University of Abuja, Nigeria 2019 – Till Date

**MSc Diplomatic Studies**

**Dissertation:** The Role of United Nations High Commissioner for Refugees in Providing Assistance to Internally Displaced Persons in FCT Abuja, 2002-2020

Ahmadu Bello University, Zaria, Kaduna, Nigeria 2012-2016

**BSc International Studies**

**Project:** ECOWAS and the Challenge of Combating Insurgency in West Africa. A Case Study of War Against Boko Haram (2002-2016)

Federal Government Girls’ College, Bwari 2009-2012

**SSCE (Senior Secondary Certificate Examination) WAEC**

**LANGUAGES**

English, Yoruba, French

**RESEARCH** / **WORK EXPERIENCE Date**

National Youth Service Corps (NYSC)  Dec, 2022 – Till date

**Executive Assistant**

*Achievements::*

* Handled office-management duties.
* Handled calendar events, organized reports and documents.
* Typing and editing official documents.

Juga Health August2022-Till date

**Article Writer/Social Media Manager (Remote)**

*Achievements:*

* Wrote SEO mental health articles that have garnered traction.
* Incorporated and wrote target-specific copies for social media audience.
* Developed mental health reels for social media page.
* Engaged with a targeted audience.

Chinazom Akobundu Publishers 2020-2022

**Article Writer/Social Media Manager (Remote)**

*Achievements:*

* Wrote over 10+ bestselling children’s stories.
* Developed children’s novel storylines.
* Wrote over 5+ adult/teen stories.
* Published both children and adult stories across various online stores

Speedy Writer and Publishers 2021-Till date

**Article Writer/Social Media Manager (Remote)**

*Achievements:*

* Incorporated weekly newsletter.
* Write and edit newsletters, copies, articles, and scripts.
* Write academic research papers.
* Strategize on proper branding and marketing strategy for the company.
* Ghostwritten over 50+ books/help guides.
* Helped brands write target-specific copies.
* Wrote targeted content articles on the popular site Bellanaija, which garnered attraction.

Life’s Table Global Concept Feb 2021 - May 2021

**Creative Content Writer (On-site)**

*Achievements:*

* Developed copies for weekly newsletters and social media.
* Edited stories for magazine publication.
* Crafted advert scripts for radio jingles.

Pelleura Media Feb 2019 – Dec 2020

**Creative Content Writer (Remote)**

*Achievements:*

* Reviewed products for clients
* Crafted captivating review stories
* Wrote fiction stories for clients and companies’’
* Wrote articles across several niches for clients

Pulse Nigeria June 2018 – Nov 2018

**Head Writer (Remote)**

*Achievements:*

* Wrote and researched articulated health articles

Resuscitate Medical Services 2017 - 2018

**Administrative Assistant**

*Achievements:*

* Handled official documents.
* Organized official schedules, attended to visitors
* Filing paperwork, answering phone calls.
* Preparing documents for meeting.

**SELECTED PUBLICATIONS**

1. Akintade, Funmilayo. *Amazing November*. Speedy Writer and Publishers, 2022.
2. Akintade, Funmilayo. *Few Hours to go*. Speedy Writer and Publishers, 2021.

**SKILLS**

|  |  |  |
| --- | --- | --- |
| SEO research | Creative writing | Copywriting |
| Canva design | Social media | Editing and proofreading |
| Marketing  | Research and fact-checking | Communication |
| Keeping deadlines | Microsoft Word/Excel/PowerPoint |  |

**CERTIFICATIONS Date**

Grant & Proposal Writing Skills

**La Plage Metaverse** **8th November, 2022**

Content Writing and Editing

**Pelleura Writers** **2018**

**VOLUNTEERING**

**Care giver**

Saint Mary’s Orphanage Home, Gwagwalada, Abuja **Sep 2021 – August 2022**

**Raising money and providing educational support**

Blue Education, Gwagwalada, Abuja **2021 - 2022**

**HOBBIES AND INTERESTS**

Writing, Reading, Video editing, and Counselling teenagers.