

Temitope Fasuyi Lagos, Nigeria

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CAREER OBJECTIVE

A Social Media Manager & Digital Marketing Manager with over 7 years of experience in creating, implementing, and optimizing social media strategies for Businesses, Agencies, and eCommerce Brands to generate leads and sales.

PROFESSIONAL EXPERIENCE

Upbeat Social Media, Lagos, Nigeria

<https://www.upbeatsocialmedia.com/>

Social Media Manager/Digital Marketing Manager, Dec 2019 - Present As a Social

Media Manager/Digital Marketing Manager, my duties include but are limited to:

- **Social media management** - I create and post compelling content across the major social media platforms to grow the followers and get a lot of engagement, comments, and shares.
- **Social Media Ads** - I set up and run social media ads on Facebook, Instagram, Twitter, LinkedIn, etc
- **Leads and Sales** - Also, I set up and run social media ads to generate leads and sales.
- **Search Engine Optimization** - I optimize pages of the website to drive organic traffic to the website.

Athena Real Estate, New Orleans Louisiana, United States

<https://athenare.com/>

Social Media Manager/Virtual Assistant, Aug 2017 - Mar 2018

In my position as a Social Media Manager/Virtual Assistant, my responsibilities

were: ● Create Documents and Manuals

- Manage Documents
- Social Media Management
- Manage Databases
- Manage CRM - Contactually
- Website Management
- Conduct Online Research
- Find vendors the company could work with
- General administrative tasks

Erin McClarty PLLC, Houston, Texas, United States

<http://www.emclartypllc.com/>

Social Media Manager, Mar 2016 – Jun 2017

As a Social Media Manager at Erin McClarty, PLLC:

- I managed the company's multiple social media profiles
- I scheduled and posted relevant content across all the social media profiles
- I grew the company's social media following
- I implemented strategies to grow Erin McClarty social media pages and keep the followers engaged.

Avita/MIPO Oregon, Portland, Oregon, United States

<http://www.avitabiz.com/>

Virtual Assistant / Business Plan Writer, Mar 2013 – Oct 2015

- I worked for AvitaBiz and MIPO Oregon between March 2013 and October 2015, writing Business Plans and Feasibility Reports for start-up businesses.
- I completed a lot of Business Plans for many startups that helped them get their business started.

Lifebushido LLC, Bethesda, Maryland, United States

<https://www.lifebushido.com/>

Real Estate / Database Assistant, Jan 2012 – Dec 2012

In my position as a Real Estate and Database Assistant,

- I worked with clients to organize and clean up their databases in order to improve lead management and all marketing efforts
- I sent weekly Closing Reports and kept accurate records of all closed deals.
- I entered new leads into the database and sent weekly Lead Reports to keep accurate records of new inbound leads.

EDUCATION

Yaba College of Technology, Yaba, Lagos, Nigeria

2002 - 2009

Higher National Diploma (HND), Electronics Engineering

ADDITIONAL SKILLS

- Web Design - Wordpress, Html, CSS, Javascript
- Ecommerce - Shopify & Woocommerce
- Social Media Ads
 - Facebook Ads
 - Instagram Ads
 - Twitter Ads
 - LinkedIn Ads
 - Pinterest Ads
- SEO - Search Engine Optimization
- Microsoft Office Suite - MS Word, Excel, PowerPoint
- Business Plan Writing
- Photography & Adobe Photoshop
- Cisco Networking (CCNA)