AGBEDE SHEKEMI

PERSONAL DATA

Date of Birth: July 28th, 1998

Gender: Female

Status: Single

Nationality: Nigerian

Contact Address: House 9, Street W, Off Road 6, Abraham Adesanya Estate, Ajah

Phone No: 09041956770

E-mail: shekemiagbede@gmail.com

PROFILE

Experienced administrative skills, adept in research, writing and communication.

EDUCATIONAL INSTITUTIONS ATTENDED, WITH DATES

Queens College, Yaba, Lagos 2012-2015

WAEC and NECO

Caleb University, Imota- 2015-2019

Bsc International Relations /political Science

CAREER HISTORY

FANGO Charity Fundraiser

Community Manager (Volunteer)

(March 2022 - till date)

Constructing and coordinating volunteer and donor communities on WhatsApp and Instagram

Creating proposals, blog posts and website content

Triviablog Africa

Content Developer /Community Manager (Full time)

(March 2022 - April 2022)

Skills

Monitoring all content on the app and social media

Creating and coordination of content marketing plan

Making blog posts, press releases and proposals

Afrolady

Content Writer (Freelance)

(July 2021 – till date)

• Weekly blog post content

Flinx Realty

Community Manager

(March 2021 – December 2021)

.Communicating brandvoice on news publications

• Research on related industry topics

. Developing email marketing copy; newsletters

• Developing blog post content

• Creating and moderating Facebook, telegram and whatapp communities

Bethesda Child Support Agency

Content Writer (Volunteer)

• Research

• Developing email marketing copy, Newsletters.

• Developing blog post content.

House to Home (Interior Design Company)

Client Service and Social Media Manager (May 2020 – September 2020)

• Handling interactions with clients

• Client service; answering customer inquiries, demands and complaints both on social media and over the phone

• Running the rental social media account (@H2Hconcepts - instagram)

• Some administrative duties; taking purchase records, documentation and filing

OUCH Lifestyle (Male Fashion Brand)

Social Media and Customer Care Executive (March 2020 – April 2020)

• Ran and managed all company social media accounts.

• Customer service; answering customer inquiries, demands and complaints both on social media and over the phone.

• In charge of development, implementation and maintenance of social media strategy and campaigns.

• Monitoring the organization’s online reach and engagement.

• Calculating monthly ROI.

Portal Strides

Administrative Assistant (summer of 2016)

In charge of filing and recording names, dates and times of various trainings.

SKILLS

SEO, copy writing, editing, web content creation, email marketing, blog post writing