Mariam Kadiri

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WORK EXPERIENCE
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Great & Gamaliel LTD, Abuja   **December 2020 - June 2023**

Senior Writer/Content Marketer   December 2020 - June 2023

Created and designed marketing content for clients in the form of blog posts, technical articles, an eBook, and reports.
Developed ideas for articles, wrote and edited articles including blog posts and long form works for print magazines; articles on various topics like lifestyle, fashion and beauty, wellness, fitness, travel, health, and mental health and wrote short fictional stories.

Intelape LTD, Abuja   **October 2019 - December 2020**

Senior Editor   January 2020 - December 2020

Edited over 100 articles from various writers per month. Worked on articles for Search Engine Optimization, information accuracy, plagiarism, and grammatical errors.

Team Lead Fiction Column   October 2019 - December 2020

Managed a team of writers, developed weekly concepts and ideas to be appointed to various writers, co-managed marketing events including free coding classes for aspiring beauty queens and literary events for undergraduate students. Wrote 24 episodes of fictional stories per month and created concepts for digital content.

Heritage Bank PLC, Abuja   **February 2014 - September 2017**

Funds Transfer Executive   March 2016 - September 2017

Managed the cashier desk, supervised customer cash withdrawal and deposit, and authorized customer funds transfer instructions. Managed the automated teller machine (ATM) by ensuring the availability of cash especially on weekends and public holidays. Scheduled and supervised maintenance checks on the automated teller machine.

Customer Service Executive   February 2014 - February 2016

Initiated the account opening process, provided solutions to all customer complaints, attended to customer requests by sending them to the appropriate departments to be treated, and managed all customer and account information. Created a filing system that made customer information easy to access without disorganization, and managed communication with various departments to provide timely solutions to customer complaints and requests.

Kiss FM radio station, Abuja   **November 2011 - September 2012**

Librarian   January 2012 - September 2012

Received all the new music that came to the radio station from both national and international affiliates, managed all the songs on the radio station by listening to them for profanity and editing them accordingly. Extracted songs banned by the National Broadcasting Commission from the music library, prepared a daily minute to minute music schedule that contained all the songs to be played by the on-air personalities and monitored the air waves for any audio defaults.

Head Producer   November 2011 - September 2012

Created, wrote, directed, and produced radio station jingles. Directed recording sessions for radio shows, produced, edited, mixed, and scheduled the shows to go on air. Created, wrote, directed, and produced all radio advertisements ordered by clients. Covered press conference events and conducted interviews.

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EDUCATION
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Masters of Arts International Business Management
Middlesex University Hendon, London, England
2012 - 2014

Bachelor of Science Economics
Covenant University Ota, Ogun state, Nigeria
2005 - 2009

Senior School Certificate Examination
Regina Pacis Girls' College, Abuja
1999 - 2005

First School Leaving Certificate
Ade-Akodu Primary School, Abuja
1995 - 1999

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CERTIFICATION/TRAINING
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Content Marketing Certification
HubSpot Academy, Cambridge, MA, USA

Writing for TV and Cinema
City Lit College, London, England

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SKILLS/METHODOLOGIES
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Excellent writing and communication skills

Concept Origination

Creative Thinking

Presentation

Website creation, design and management using WordPress.

Knowledge of Adobe Audition and Audacity sound editing softwares

Script writing

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HOBBIES/INTERESTS
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Reading

Mindfulness Practices

Classical Music

Studying Art

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LANGUAGES

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English Language (Native)
Igala Language (Native)
French Language (Beginner Level)