

# Jasmine Ebun-Amu

Jasmineebunamu@hotmail.com

## Personal Profile

I am a highly focused, efficient, and hardworking individual with a creative mindset and a strong willingness to learn. As a first-class graduate in Business Management, I bring a unique blend of analytical thinking and innovative problem-solving skills to the table.

In addition to being highly focused and efficient, I thrive in environments that encourage creativity and encourage the exploration of unconventional solutions. I believe that innovation plays a pivotal role in driving business forward and I am committed to bringing fresh ideas to the table.

My adaptability and openness to new ideas enable me to embrace change and navigate through dynamic situations effectively. I possess excellent communication skills, allowing me to collaborate seamlessly with individuals from diverse backgrounds and leverage their strengths to achieve collective goals.

In summary, as a first-class Business Management graduate, I bring not only a strong foundation in business principles but also a creative and eager-to-learn approach. I am excited to contribute my skills and passion to an organization that values innovation, growth, and fosters a culture of lifelong learning.

## Core Skills

- Adobe Illustrator
- Figma
- Branding and Identity
- Digital Illustration
- Editing
- Content Creation and Distribution
- Excellent Written and Communication Skills
- Organisational skills
- Attention to Detail
- Time Management

## Experience

OCTOBER 2022 - PRESENT

### **Claridges Legal, United Kingdom** – *Sales Executive*

- Interviewed prospective clients to effectively market properties
- Studied property listings and discussed conditions of sale
- Negotiated the sale of properties
- Produced reports and brochures
- Advertised properties on various platforms

MAY 2022 - PRESENT

### **Freelance Graphic Design, Remote** – *Graphic Designer*

- Created illustrations, logos and flag designs for various companies in different industries including Pharmaceutical, Private Investigation and Security Services
- Self-taught (having utilised free online courses such as Udemy to aid in my training)
- Highly proficient with my tools (Adobe Illustrator) and confident in my ability
- Additional experience using Figma for the purpose of User Interface Design

FEBRUARY 2021 - MARCH 2022

### **JUDY Legal, Remote** – *Administrative, Editorial Assistant*

- Conducted thorough proofreading and copy-editing of legal content
- Collaborated with other departments to ensure timely delivery and accuracy of legal content for various publications
- Assisted in the development and implementation of editorial guidelines and standards
- Provided administrative support including scheduling, and invoicing.
- Maintained and updated content on the company website
- Conducted Data Entry in the form of formatting cases and inputting the meta data of cases e.g judges, year, court, jurisdiction

AUGUST 2020 - JANUARY 2021

### **Kimberly Ryan LTD, Remote, Lagos** – *Communications Officer*

- Created communications content on behalf of the organization
- Created and sent out communications to clients via mail chimp
- Developed blog content for the company brochure
- Edited content on the company website
- Created and distributed content for social media posts and the company YouTube channel
- Conducted research to improve communication methods

SEPTEMBER 2019 - JANUARY 2020

### **Kenna Partners, Lagos** – *Digital and Research Analyst*

- Supported the principal partner's online presence
- Distributed content and other relevant materials that communicated the activities of the executive office online.
- Handled social media posting for the firm, including their Twitter, LinkedIn, Facebook and Instagram
- Assisted with research for the Principal Partner, including books, presentations, etc
- Handled administrative duties as needed, e.g overseeing client christmas hampers, taking notes

MAY 2018 - MARCH 2019

**Ernst & Young, Lagos** – *Transfer Pricing Intern*

- Prepared transfer pricing documentation for clients
- Conducted Data Entry for client information in excel spreadsheet
- Filled out disclosure and declaration forms
- Prepared proposals
- Filed Transfer pricing documentation at the FIRS
- Set up various training for external clients
- Accompanied the departmental manager to meetings at Clients sites and acted as secretary

FEBRUARY 2018 - MARCH 2018

**Olajide Oyewole LLP, Lagos** – *Intern*

- Completed several research reports on various organisations
- Monitored (and recorded on an Excel spreadsheet) social media growth of OOLLP and its competitors on both Twitter and LinkedIn (this was done weekly)
- Created content calendars
- Conducted Data Entry in the form of organising the staff birthdays within a spreadsheet,
- Created a quotation for an upcoming event being held by OOLLP
- Worked administration
- Filed documents, created new files for all documentation accumulated by the law firm over the years.

DECEMBER 2017 - FEBRUARY 2018

**Pillar Oil LTD, Lagos** – *Intern*

- Assisted in talent acquisition activities, including resume screening, data entry, etc
- Maintained efficient filing systems and handled general administrative tasks, such as answering phone calls, managing correspondence, and scheduling appointments
- Utilized Excel to manage data and track procurement processes, ensuring accurate and timely delivery of goods and services.
- Assisted in the preparation of purchase orders, vendor contracts, and documentation for compliance purposes.

JULY 2015

### **Brokerage Consultancy Firm, London – Work Placement**

- Liaised with clients and contractors
- Carried out administrative duties, including reconciling accounts
- Attended internal and external meetings

## **Education**

SEPTEMBER 2014 - JUNE 2017

### **Kingston University, London – BSc (Hons) Business Management**

- Graduated **First Class Honours**

2012 - 2013

### **Oriel High School, Crawley, England – A-Level**

- BTEC National Diploma in Double Business: **Distinction\*, Distinction\***
- BTEC National Diploma in Applied Science: **Distinction\***
- A-Level Geography: **D**

(Equivalent to grade: **A\* A\* A\* D**)

2010 - 2012

### **Oriel High School, Crawley, England – GCSE**

- **11 GCSE'S - Grade A\*-C**

## **Hobbies**

- I am a Crypto and NFT enthusiast, I fell down the rabbit hole late 2021
- I am interested in content creation and writing. I run several blogs. I also have several published articles online, unrelated to my blogs
- Avid photographer, I enjoy capturing a fleeting moment that would otherwise have gone unnoticed
- Fitness enthusiast, I weight train four times a week
- Enjoyer of Video Games whenever I get the chance
- Watcher of movies and tv series
- AI enthusiast, I'm eager to see what the future holds for this technology

## **References**

**Sola Oyebolu - Partner, Olajide Oyewole LLP**

Plot 5 Block 14 Bashorun Okunsanya Avenue, Lekki.

Mobile: 08165870315

[soyebolu@olajideoyewole.com](mailto:soyebolu@olajideoyewole.com)

**Spencer Onosode - MD /CEO, Pillar oil limited.**

10 Elsie Femi Pearse Street, Victoria Island, Lagos.

Mobile: 07034069336

[spencer.onosode@pillaroil.com.ng](mailto:spencer.onosode@pillaroil.com.ng)