PRECIOUS IYANUOLUWA OLOWOOKERE

**WRITER / PROOFREADER / EDITOR / VIRTUAL ASSISTANT / SOCIAL MEDIA MANAGER**

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# C A R E E R O B J E C T I V E

I am an undergraduate student of the Department of English Language and Literary Studies, of the prestigious Obafemi Awolowo University, Ile-Ife, Osun State. A finalist in the department, I am with entry-level experience, specializing in editing, copywriting, grammar, and content refinement. A strong background in writing articles for authors, individual firms, University newspaper publications and websites.

# E D U C A T I O N

## OBAFEMI AWOLOWO UNIVERSITY, ILE IFE, OSUN STATE 2018 - 2023

BA (Hons) English Language and Literary Studies

## OAU INTERNATIONAL SCHOOL, ILE IFE, OSUN STATE 2011 – 2017

West Africa Senior School Certificate Examination (WASSCE)

## OAU STAFF SCHOOL, ILE IFE, OSUN STATE 2002 - 2011

First School Leaving Certificate (FSLC)

# W O R K E X P E R I E N C E S

## FREELANCING 2021 - Present

WRITER / PROOFREADER AND EDITOR

* Utilizes exceptional writing, editing and proofreading skill to produce engaging and error-free content
* Understand audience for each client and communication appropriately
* Proofread copy written by clients to correct spelling, punctuation, and grammar
* Collaborate in team environment to quickly complete copywriting tasks and meet project milestones
* Source materials and vendors for challenging projects to assist
* Marketing services through social media platforms and advertising services
* Discuss projects and completed assignments by utilizing email and telephone communication
* Carryout every task with high level of responsibility

PERSONAL DETAILS

LinkedIn [https://linkedin.com/in/preci](https://linkedin.com/in/precious-iyanu) [ous-iyanu](https://linkedin.com/in/precious-iyanu)

Gender Female

Date of Birth

3rd December, 2000

# S K I L L S

* Professional Copywriting
* Proofreading
* Editing documents
* Microsoft Office Suite (MS Word, Excel, PowerPoint)
* WordPress
* Investigative Research
* Interviewing
* Story development
* Self-publishing experience
* Presentation skills
* Google Drive services (Docs, form, etc)
* Project management
* Email management
* Social Media Management

## H O B B I E S

* + Reading novels
  + Listening to musics
  + Singing

## CROWN, 101.5 FM, ELEYELE, ILE IFE, OSUN STATE March, 2020 - Nov., 2020

NEWS AND CONTENT WRITER (INTERN)

* + - Provided support in researching and creating of interesting content for a variety of social media platforms
    - Developed content strategies to assure desirable outcomes
    - Wrote informative, motivational, and creative articles
    - Created content that accurately reflected company ideals and offerings
    - Carryout every other assigned task with high level of responsibility

## L A N G U A G E S

* English
* Yoruba

# P R O F E S S I O N A L M E M B E R S H I P

All Campus Journalists (ACJ), OAU **Member**

Junior Chamber International Nigeria **Member**

# C E R T I F I C A T I O N S

## PRODUCT MANAGEMENT 2022

Side Hustle Internship, Ibadan, Oyo State, Nigeria

## PRODUCT MANAGEMENT 2022

Side Hustle Internship, Ibadan, Oyo State, Nigeria

# R E F E R E N C E S

Available on request