

ANUOLUWAPO ADEBAYO

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PROFILE SUMMARY

Detail-oriented and motivated Mass Communication graduate with hands-on experience in customer engagement, media operations, and sales support. Recently completed NYSC and currently pursuing CIPM certification. Strong communicator with proven ability to manage client interactions, maintain records, and support organizational goals. Seeking an entry-level role in a professional environment where communication, organization, and people management skills can add value.

PROFESSIONAL EXPERIENCES

English Teacher (NYSC) – Famous Land College.

Jan 2025 – Dec 2025

- Taught English Language to secondary school students, focusing on reading, writing, and communication skills.
- Planned and delivered structured lessons aligned with the school curriculum.
- Assessed students' classwork, tests, and assignments to track learning progress.
- Maintained accurate records of students' performance and classroom activities.
- Encouraged student participation and supported learners in improving confidence and comprehension.
- Worked collaboratively with other teachers and school staff to support academic goals.

Radio Station Intern – EKO FM, Lagos.

Aug 2023 – Oct 2023

- Supported the Current Affairs Directorate with research for radio programs and broadcasts.
- Assisted in the production and preparation of on-air programs, including content coordination and scheduling.
- Arranged and managed guest appearances, ensuring smooth studio operations.
- Provided administrative support to the production team and worked closely with the Director during live and recorded sessions.
- Maintained professionalism and attention to detail in a fast-paced media environment.

Sales Representative – AJ Collection.

Jan 2021 – Aug 2023

- Built and maintained strong relationships with existing and prospective customers.
- Consistently met daily sales targets, contributing to 45% increased patronage and revenue.
- Managed three social media platforms and handled over 15 customer inquiries daily.
- Provided accurate product information, negotiated prices, and guided customers through purchase decisions.
- Resolved customer complaints and product issues promptly to ensure satisfaction.

SKILLS

Communication & Media Skills: Content research, script preparation, audience engagement, verbal and written communication.

Customer Service & Sales Skills: Client relationship management, sales support, negotiation, issue resolution.

Administrative & Organizational Skills: Record keeping, scheduling, documentation, coordination, time management.

Digital & Productivity Tools: Microsoft Word, PowerPoint, Google Workspace.

Social Media & Marketing Exposure: Social media management, online customer engagement, basic digital marketing.

Soft Skills: Attention to detail, teamwork, adaptability, professionalism, interpersonal skills.

EDUCATIONAL & CERTIFICATION

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| • Bachelor of Science; Mass Communication - Thomas Adewunmi University, Kwara State | October 2024 |
| • Association of Communication Scholars and Professionals of Nigeria (ACSPN) | July 2024 |
| • Data Analysis (Capstone Project; Excel, Python, Google collab, Seaborn, Powerbi) | May 2024 |
| • Ai Builder Sprint 2026 - HelloPM | July 2026 |