

ABIGAEI OPEYEMI ADEYEMO

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PROFESSIONAL SUMMARY

History and International Studies graduate (B.A., 2026) who runs her own online business and writes marketing copy for small brands. Experienced in customer service, social media content, order and record management, and event coordination. Strong research and writing skills, with a grounding in international relations and diplomacy. Seeking an administrative, customer support, content or programme support role.

EXPERIENCE

Founder & Business Owner | Self-employed, Lagos 2025 – Present

- Run daily operations end to end: order processing, inventory tracking and delivery coordination.
- Respond to customer enquiries and complaints on WhatsApp, Instagram and by phone, building repeat customers through consistent follow-up.
- Plan and produce social media content (photos, captions, short videos) to promote products and attract new buyers.
- Write product descriptions and promotional messages that support sales.
- Keep accurate records of orders, payments and expenses to monitor performance and plan stock.

Freelance Copywriter | Independent Projects 2026

- Wrote and edited social media captions, ads and product descriptions for small businesses.
- Researched target audiences and competitors to shape clear, persuasive messaging.
- Adapted tone from formal to conversational for each brand and revised drafts to client feedback and deadlines.

LEADERSHIP EXPERIENCE

Social Director | National Association of History and International Studies Students (NAHISS), Ekiti State University

- Planned and promoted departmental events, social activities and programmes.
- Set up a shared information channel for event details, announcements and updates to students.
- Coordinated team members to keep activities on schedule, and acted as the link between executives and students.

EDUCATION

B.A. History and International Studies | Ekiti State University, Ado-Ekiti 2026

Relevant coursework: International Relations, Diplomacy and Foreign Policy, African History, Research Methods.

SKILLS

Communication: Written and verbal communication, customer service, copywriting, content writing

Administration: Administrative support, scheduling and coordination, research, record keeping

Marketing: Social media marketing, content creation, product promotion

Tools: Microsoft Word, Excel, PowerPoint; Google Workspace; WhatsApp Business; Instagram

Languages: English (fluent), Yoruba (native)