

OGUNTUASE DEBORAH OLUWASEUN

Lagos, Nigeria | +2349032795391 | debbietuase@gmail.com | [LinkedIn Profile](#)

PROFESSIONAL SUMMARY

Versatile and detail-oriented professional with experience in social media management, digital media, and administrative support. Skilled in content creation, email and calendar management, travel coordination, and data entry. Known for improving workflows, boosting engagement, and supporting teams in fast-paced, deadline-driven environments.

EDUCATION

Osun State University

Osun State, Nigeria

Course: Bachelor of Science, Anatomy

Sept-2024

Academic Standing – Second Class Lower

CERTIFICATIONS

Virtual Assistant-*ALX Africa*

2024

Jobberman Soft Skills -Jobberman and Mastercard Foundation

2024

Effective Leadership-*HP Life*

2024

Mental Health Studies-*Alison*

2024

CPR AED and First Aid - *Alison*

2024

PROFESSIONAL EXPERIENCE

REHO-VTU (Fintech/VTU Platform)

Lagos, Nigeria

Social Media Manager

Oct 2025– Dec 2025

- Developed and executed content strategies across **Instagram, Facebook, TikTok, X, and LinkedIn**, increasing **brand visibility and engagement by 35% within 2 months**.
- Created **promotional and educational content** for VTU services (airtime, data, cable TV, electricity bills), improving **customer awareness and platform usage**.
- Optimized posting schedules and captions using audience insights, resulting in a **25% increase in post reach and interactions**.
- Strengthened brand consistency by aligning **visual design, messaging, and tone**, improving **brand recall and audience trust**.
- Simplified service explanations and onboarding content, reducing **customer inquiries by 20%**.

Goge Africa

Lagos, Nigeria

Digital Media, Brand Content & Archives Assistant (NYSC)

Mar 2025-Dec 2025

- Led a **digital archiving initiative**, converting and cataloguing **1,000+ legacy audio cassette tapes** into organized digital formats for long-term preservation.
- Structured and **indexed 1,000+ digital audio files** using a numbered classification system (100–1000+), improving **archive accessibility and retrieval efficiency**.
- Edited **10+ short-form and long-form videos** for brand storytelling, campaigns, and documentation, enhancing **content quality and audience retention**.
- Designed **12+ branded graphics and carousel posts**, improving **visual consistency and clarity** across social media platforms.

- Scheduled and coordinated content publishing using **structured content calendars**, supporting consistent **posting and improved workflow efficiency**.
- Supported organizational **digital transformation efforts** by migrating analog cultural content into secure digital storage systems.

Goge Africa Foundation

Lagos, Nigeria

Social Media & Community Engagement Assistant

Mar 2025- Dec 2025

- Managed the Foundation's social media presence across **Instagram, Facebook, LinkedIn, and X**, publishing **5–7 posts weekly** focused on youth development, education, and cultural awareness.
- Created **40+ carousel posts and visual assets** for campaigns, driving a **30–45% increase in engagement** compared to single-image posts.
- Increased **average post reach by 25–35%** over a **4–6-month period** through audience-focused storytelling and optimized content formats.
- Planned and executed **monthly content calendars**, ensuring consistency and eliminating content gaps across platforms.
- Edited short-form awareness videos, increasing **content shares and saves** while strengthening **community interaction**.
- Monitored engagement metrics and audience behavior to refine content strategy, resulting in **more targeted and relevant outreach**.

TECHNICAL SKILLS

- **Content Creation & Scheduling:** Canva, Adobe Photoshop, video editing tools
- **Email & Calendar Management:** Google Workspace, Microsoft Office
- **Project Management Tools:** ClickUp, Asana, Trello
- **Travel Planning Tools:** Google Flights, Kayak, Trip Planner AI

SOFT SKILLS

- Communication, Time Management, Multitasking, Detail-Oriented, Problem-Solving, Adaptability, Teamwork, Creativity, Customer Service, Dependability, Planning & Scheduling, Analytical Thinking

VOLUNTEER EXPERIENCE

The Hopeful Foundation

- Donated stationery to support Osogbo public school children, enhancing their access to educational materials.

The Dominion Foundation

- Held a “pad a girl” program on menstrual hygiene alongside the Convener
- Made donations to orphanages.

The Beloved Home

- Gave out foodstuffs and provisions to support the sustainable developmental goals’ zero hunger.

The Love Box 40 for 40 (LFBI)

- A part of the volunteers for donation of food boxes to 40 families for widow-led households.