

Onyike Chinecherem Grace

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Objective

Highly organized Digital Communications professional seeking to manage and grow a global online community through strategic content creation and proactive engagement. Proven track record in streamlining remote workflows, maintaining brand consistency, and delivering high-impact visual narratives that resonate with diverse international audiences

Experience

EDITS BY NMA / Social Media Manger

March 2026 – Date

- Developing content strategies
- Tracking analytics and community management

AMG WORKSPACE / Head of Admin

Feb 2024 - Date

- **Infrastructure Oversight:** Managing the physical workspace, utilities, and maintenance to ensure zero downtime.
- **Vendor Management:** Negotiating contracts with third-party suppliers (internet providers, cleaners, security, and repairs).
- **Resource Allocation:** Managing the budget for office supplies and operational expenses to reduce waste.

Zarem Perfumery / Social Media Manager

June 2024 – May 2025

- Visual Storytelling (Scent Mapping)
- Influencer & "UGC" Coordination
- Community Engagement & Education
- Trend Jacking & Seasonal Campaigns

Syncshare / Social Media Manager

April 2025 – July 2025

- Self-Management & Scheduling

Community Management as an Independent Lead

Outcess Solution Center / Customer Service Representative **Nov 2023 – Feb 2024**

- Lead Qualification & "Warm" Calling.
- Market Research & Feedback Gathering
- Customer Success & Retention

Education

National Open University of Nigeria
Mass Communication / Bachelor of Science

In View

Lagos State Polytechnic
Mass Communication | National Diploma

Completed

Skills & abilities

- Management
- Problem solving
- Communication
- Leadership