

PRECIOUS ADENIJI

SOCIAL MEDIA MANAGER

diyavaservices | diyavaservices@gmail.com | +234 708 550 8384 | Nigeria

www.diyavaservicesportfolio.com

PROFESSIONAL SUMMARY

2+ years of hands-on experience managing social media for small businesses, creating engaging content, growing online communities, and maintaining consistent brand presence. Experienced as a Social Media Manager, Community Manager, and Virtual Assistant, with practical skills in content creation, Canva design, audience engagement, community coordination, web research, and administrative support.

CORE SKILLS

- Social Media Management
- Community Management
- Canva Design
- Virtual Assistance
- Web Research
- Google Workspace
- Buffer / Hootsuite
- Content Creation & Scheduling
- Audience Engagement
- Hashtag & Competitor Research
- Email Management
- Data Entry
- Microsoft Office
- Trello / Asana

PROFESSIONAL EXPERIENCE

Community Manager | Virtual Pro With Precious (VPWP) Present

- Manage and organize online communities for Intern Nurses and Registered Nurses.
- Support membership growth and increase engagement through relevant updates, discussions, reminders, and consistent communication.
- Share nursing job opportunities, career information, and useful resources with members.
- Connect members with relevant job opportunities and application information.
- Coordinate community activities and keep members informed about important updates.

Community Manager | Dhebbie Digital Co. 2024 – Present

- Managed an online community for digital marketing students and learners.
- Established and communicated community ground rules to create a structured and respectful learning environment.
- Supported member participation through consistent communication, reminders, and community activities.
- Helped maintain an organized and engaging learning community.

Social Media Manager | Freelance 2024 – Present

- Managed social media support for 3 small businesses across food, lifestyle, and skincare.
- Created and scheduled 10+ posts per week across Instagram and Facebook.
- Designed custom Canva graphics for promotions, stories, and product launches.
- Researched trending hashtags and competitor content to support content planning and audience growth.
- Responded to comments and direct messages and supported day-to-day audience engagement.

Virtual Assistant | Freelance 2024 – Present

- Provided administrative and research support for e-commerce clients.
- Managed email inboxes, prioritizing messages and supporting timely responses.
- Conducted web research on industry trends, competitors, and supplier information.
- Handled data entry and content organization for client records.
- Supported calendar coordination and meeting scheduling across time zones.

EDUCATION

B.Sc. Biochemistry (In Progress) – Ekiti State University, Nigeria

Relevant Coursework: Psychology

CERTIFICATIONS

- Virtual Assistant Certification – Dhebbie Digital Co. (2024)

ADDITIONAL STRENGTHS

- Fast learner with practical experience using Canva and social media scheduling tools.
- Detail-oriented and organized when handling digital tasks, records, and community communication.
- Remote-work ready, self-motivated, and comfortable collaborating through online tools.