

ROSE WEST

SOCIAL MEDIA MANAGER / VIRTUAL ASSISTANT



Rosewest9349@
Gmail.com



07067039349



Xabara_rose



No. 30 Hospital Road,
Port Harcourt.

EDUCATION

Bachelor of Arts (B.A)
History and Diplomacy
(Pending Clearance)
*Rivers State University,
Faculty of Humanities*
2019 - 2023

West African Senior
School Certificate (WAEC)
Holy Rosary College
2013 - 2019

SKILLS

Social Media Management
(Instagram, TikTok, X,
Facebook)
Content Creation & Caption
Writing
Community Management
Calendar Management &
Email Handling
Copywriting & Digital
Storytelling
Graphic design (Canva)
Time Management &
Multitasking

REFEREE

SUNDAY BIBI WEST
08038886440

PROFESSIONAL PROFILE

Creative and detail-driven professional specializing in social media management and virtual assistance. Skilled in content creation, community engagement, and brand storytelling, with a strong foundation in organization and client communication. Adept at aligning digital presence with brand identity while ensuring efficiency and professionalism across tasks.

WORK EXPERIENCE

RECEPTIONIST

BRIGGS SOLICITORS

Jan 2023 – Aug 2023

Welcomed and assisted clients while managing front-desk operations. Scheduled appointments, coordinated meetings, and maintained records. Handled phone, email, and in-person inquiries with professionalism. Supported office administration through correspondence and document management.

SOCIAL MEDIA MANAGER

PLAYPLETHORA

Remote / Sep 2023 – July 2024

Developed and scheduled content to reflect the brand's fashion identity. Managed social media pages, engaging with followers to grow the community. Monitored insights and analytics to refine content strategy. Ensured consistent brand voice across captions, visuals, and hashtags.

VIRTUAL ASSISTANT (CUSTOMER SUPPORT & ONLINE SALES)

LEGAL JERSEY VENDOR (LJV)

Hybrid / Aug 2024 - Present

Responded to online customer inquiries and guided buyers through the order process. Managed order tracking, size selection, and product availability updates. Handled complaints and resolved issues to maintain high customer satisfaction. Supported social media engagement by responding to DMs and promoting new arrivals.