

Yinka Michael O

Executive Assistant | FMVA™

(Government and Corporate Administration)

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Professional Summary

Highly organized and detail-oriented Executive Administrative Professional with expertise in corporate administration, executive support, and regulatory compliance. Adept at managing high-level administrative functions, facilitating executive directives, and coordinating cross-departmental operations to enhance organizational efficiency. Skilled in liaising with senior executives, government officials, and key stakeholders to ensure seamless communication and policy implementation. Proficient in document management, strategic coordination, and operational support, ensuring smooth execution of corporate initiatives and administrative processes.

Work Experience

Brand Admin/Social Media Manager (Remote)

H-Focus Medical Laboratory - Sango, Ogun State.

August 2024 to Present

Responsibilities

- Develop and manage a content calendar to ensure timely scheduling and publication of engaging digital content across multiple platforms.
- Design visually appealing graphics and promotional materials while maintaining brand consistency in all communications.
- Create, curate, and schedule compelling content for social media, the company website, and other digital channels to enhance audience engagement.
- Implement strategic branding initiatives to strengthen the laboratory's professional image and market presence.
- Monitor social media trends, engage with the audience, and optimize content strategies to maximize visibility and interaction.

Secretary to the Chairman/Admin Support

House Committee on Public Procurement, House of Representatives, NASS Abuja.

March 2023 - December 2024

Responsibilities

- Assisted in administrative support for the investigation of procurement compliance across multiple federal government agencies.
- Prepared official invitation correspondences to Honourable Ministers, Director-Generals, and Executive Secretaries of federal government MDAs to ensure adequate compliance to administrative directives of the procurement committee's oversight functions.
- Managed documentation and records related to procurement reviews, ensuring accuracy and compliance with regulatory standards.
- Assisted in organizing committee meetings, preparing reports, and compiling findings for legislative review.
- Provided logistical and protocol support during high-profile engagements and official proceedings.

Social Media Manager

Nelberk Language School - Wuse II FCT, Abuja.

August 2023 - February 2024

Responsibilities

- Coordinated internal communications and managed correspondence on behalf of the Director using email, Telegram, and Zoom, ensuring prompt responses and efficient scheduling.
- Created, edited, and formatted presentations and reports using Google Docs, Sheets, and Slides to support school events and executive planning.
- Supported special project coordination and campaign rollouts by organizing tasks and deadlines using Trello, ensuring alignment with school branding goals.
- Conducted online research to compile data for strategic branding decisions, contributing to informed decision-making by the executive team.

360° Media Creator | Video Editor

NC Corpers' Community - Mararaba FCT Abuja.

August 2023 - February 2024

Responsibilities

- Designed graphics for various events and initiatives of the National Youth Service Corps (NYSC).
- Collaborated with teams to create compelling visuals aligned with organizational objectives.

Social Media Manager

TFG Interior and Construction Ltd - FCT, Abuja.

August 2023 - January 2024

Responsibilities

- Developed and executed targeted social media strategies to showcase the company's interior and exterior design projects, enhancing brand visibility.

- Curated and managed engaging content across digital platforms, including social media and the company website, to highlight design expertise and attract potential clients.
- Designed and implemented branding initiatives that strengthened the company's market presence and positioned it as a leader in the decoration industry.
- Worked closely with design, sales, and project teams to ensure brand messaging aligned with the company's creative vision and business objectives.

Media Clothing Illustrator Designer (Remote Contract)

Pride and Proud Garment - United Kingdom
October 2023 - December 2023

Responsibilities

- Designed unique and market-ready creative concepts for shoes, clothing, cardigans, and other garments, ensuring high-quality print production.
- Developed visually appealing designs that aligned with the brand's identity and enhanced product appeal in the market.
- Collaborated with the production team to ensure seamless execution of design concepts for sales and stock distribution.

Digital Media Manager/Brand Admin

Slabfreight Nigeria Limited - Ikeja, Lagos.
April 2021 - July 2023

Responsibilities:

- Developed and executed strategic branding initiatives to enhance the company's visibility across various media platforms.
- Designed marketing materials, including advertisements, brochures, flyers, posters, and digital assets, to support product promotion and corporate communications.
- Created compelling visual content that effectively translated key messaging and brand identity into engaging graphics for marketing and sales campaigns.

Social Media Manager/Video Editor

Greenland Medical Diagnostic Laboratory - Sango, Ogun State
February 2021 - February 2023

Responsibilities:

- Develop and design marketing materials to enhance the company's brand presence across all social media platforms.
- Create and edit video content for promotional campaigns, ensuring engaging and informative brand messaging.
- Manage social media engagement by curating relevant content that highlights the company's medical testing and diagnostic services.
- Collaborate with the marketing team to implement advertising strategies that drive awareness and patient outreach.

Social Media Manager (Online Consultant)

Renee Golden Multiventures Ltd - Ojota, Lagos State

February 2021 - Present

Responsibilities

- Develop engaging visual content for blog posts and resource pages related to food production and supply chain operations.
- Ensure brand consistency by aligning all images with the company's branding guidelines and industry standards.
- Design compelling infographics to enhance marketing campaigns and communicate product benefits effectively.
- Work closely with marketing and product teams to create visuals that support promotional efforts and sales strategies.
- Liaise with clients and stakeholders to understand brand requirements and translate ideas into high-quality visual content.

Volunteer, Social Media Manager

Pbmultitechs GlobalResources - Ogun State
April 2022 - Present

Responsibilities:

- Create and superimpose templated professional graphic designs for social media use.
- Taking of B-rolls footages and editing them into customers driving contents.
- Develop graphics and visual or audio images for product and service, illustrations, website, and social media channels.

Volunteer, Director of Graphics

Agricincome Hub - Ibadan Oyo
May 2020 - Present

Responsibilities:

- Design and customize professional graphic templates for social media content, ensuring brand consistency and audience engagement.
- Develop visually appealing graphics, illustrations, and multimedia content to effectively promote agricultural products, services, and educational materials across websites and social media platforms.

Education

Bachelor of Science in Microbiology,

Federal University of Agriculture - Abeokuta, Ogun State.
August 2018 - January 2023

Diploma in Financial Modelling and Valuation,

Corporate Finance Institute - Canada,
February 2022 - July 2022

Diploma in Computer Software and Networking,

Orlg, Institute of Technology - Osun State,
January 2018 - August 2018

National Diploma in Science Technology,
Federal Polytechnic - Ede, Osun State,
August 2013 - December 2016

Skills and Professional Tools

- Social Media Management
- Professional Graphics Design (Adobe Photoshop, Adobe Illustrator, CorelDraw, CLO3D, Autodesk Sketchbook)
- Web Development/Design (HTML, CSS and Js)
- Video Editing (Character Animator, Adobe Premiere Pro, After Effect, Capcut)
- All Microsoft Office Suites
- Communication skills

Quick Links

My portfolio: [Click here](#)

LinkedIn: <https://www.linkedin.com/in/yinka-michael-167756214>

Certifications and Licenses

- National Youth Certificate of Service
- Google Digital Marketing Skills and SMM
- Networking and Computer Software
- FMVA™
- Emotional Intelligence/Design thinking