Yusuf Usman

Ramat Road, Kaduna, Nigeria

yusufusman.goals@gmail.com

+2349060046293

# Objective

Organized and detail-oriented individual with strong communication and multitasking skills seeking a writing position to support organizational efficiency and team success. Experienced in managing schedules, creative writing, handling correspondence, providing administrative support, and UI/UX design.

# Experience

## Frontiers Consultants Clinic

Administrative Assistant | 2022-2024

- Assisted with customer organization

- Data Entry

- Customer Services

- Appointment booking

- Data Visualization

- Information management

- General Administrative work

## Digital Marketing Internship

Intern | 2024

- Collaborated effectively within a team to execute various marketing projects

- Developed keen attention to detail and strong design aesthetics

- Balanced creativity with strategic thinking to deliver high-quality work

- Utilized digital marketing strategies to enhance audience engagement

- Applied analytics to inform design decisions and align visual elements with marketing strategies

## UI/UX Design Practice

Freelancer | 2024

- Created visually appealing and user-centric designs

- Proficient in design software such as Figma

- Stayed updated with the latest design trends and best practices

- Developed intuitive and engaging layouts based on user needs

- Collaborated with clients to ensure designs met their requirements and goals

**Writing**

**Hands on Practice | 2019 – Date**

* Participated in numerous writing competitions to improve my writing
* Picked out interesting headlines to write about
* Wrote essays while at school

# Education

Federal Government College Kaduna | 2015 – 2021

Fej Online Academy | 2022-2024

Ahmadu Bello University | 2021 – Present

# Awards and Acknowledgements

- Best Newcomer Award – Awarded for exceptional performance during the first year of employment

- Team Collaboration Award – Awarded for exceptional teamwork and collaboration

- Excellence in Administration – Honored for outstanding administrative support and organizational skills | 2023