



NONYEREM HILLS

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Dear Recruiting manager,

I am writing to express my interest in securing the position of a community manager/moderator in your project. My exposure in the space which is not only very analytical and technical by nature, but also helps to build leadership and team building qualities. I am extremely impressed with your teams approach to project building.

Prior to now, I worked as a community manager and moderator, primarily resolving strategic issues related to community process improvement. I gathered solid communication, analytical and problem solving skills while working in Elevate Studios. My background in generating innovative ideas and strategies to improve processes has provided me with a deeper understanding of multifaceted problems that projects encounter in their daily operations. Moreover, because of my work experiences, I fully understand how important it is to have great team dynamics in today's multi-disciplinary web 3 environment.

To date, my experience as a community manager and moderator has been extremely rewarding and productive. However, it is through strategic connections that I can use my analytical aptitude and creative problem solving skills to their fullest. I strongly believe that consulting is a discipline that will force me to view problems not only from the community standpoint but also from a marketplace, best practices and "think out of the box" point of views.

I would appreciate the opportunity to interview with the team for the community moderator. Please find enclosed my resume for your review. I can be reached via email at gracynonyerem@gmail.com . I enthusiastically look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely

Nonyerem Hills



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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EDUCATION

2023

Public Administration

PROJECTS

Community management

United two already established DAO's to form a unified force.

Results: created and magnified the common subject matter for unity. Made and maintained an environment for co existence of these two different DAO's with different views.

Achievement of an academy that successfully unboards newbies into the crypto space and web 3 in general.

This establishment has produced about 50+ successful, influential personalities in the space. Persons like @chikamobi @djswish @shamzy and so much more

PERSONAL DETAILS

Discord : Bunny💜#4398

REFERENCE

Bella Zeal - "Millennials DAO"

Community manager
zealbella4@gmail.com

SKILLS

Communication

Management

Organizational

Event planning and execution

Creativity

Advisory

Team building

Problem solving

Time management

Team player

Writing

Accountability

EXPERIENCE

Smulips

November 2020 - January 2021

Server moderator

As a paid intern I :

Relayed important community information to the core team.

Banned bots and timed out members who broke rule(s).

Patiently followed up lagging members.

Answered project related questions.

Hosted games, contests and other community warming events.

Dished out roles and avoided the mistake of giving them out wrongly.

Kept tabs on really active members and also inactive members.

Elevate studios

October 2022 - Still retained for future works

Community manager

Started as a *trial moderator*, and as a *trail mod I*:

- Made sure spams and inappropriate messages were taken care of.

- Timed out bots and people who sent inappropriate links.

- Kept the chat active by replying members, be

Promoted to a real Moderator, and as a *moderator I*:

- Maintained the other duties I carried out prior to this promotion.

- Had access to the tickets, and handled offers, questions, concerns and requests according to the directives of my employer.

- Utilized ideas suggested in the suggestion channel.

Leveled up to the post of the community manager, and as the community manager I:

- Oversaw the moderating activities of other moderators.

- Still maintained previous duties.

- Sealed partnerships with other projects, and this brought about 65% community boost.

- Handled collaboration offers along side with the collaboration managers.

Trail Xtreme

26/3/23 - ...

Moderator

- . Keeping up with engagement in the server
- . Checkmating violations
- . Bridging the gap between the community and the core team, through feedbacks.
- . Hosting and organizing events for community bonding.
- . Educating and keeping the community members informed.
- . Answering questions and guiding new members.
- . Accountable for members conduct and accountable to the main team.
- . Providing community data and information on community needs, problems or issues, suggestions, opinions and expectations.

INTERESTS

. Music

Data analysis

Sports

Reading