

MUSILIU ABAYOMI AKINWUNMI

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PROFESSIONAL SUMMARY

I am a detail-oriented and proactive professional with extensive experience in digital marketing, business consulting, and management. Proficient in MS Office Suite, Adobe Creative Suite, Figma, Canva AI, CorelDraw, and Python. Strong communication and project management skills, adept at meeting deadlines and adapting to new technologies. I have upgraded skills in Career and Business Enhancement, focusing on Google Workspace and Microsoft Teams. Eager to leverage expertise to contribute effectively to a dynamic team.

SKILLS HIGHLIGHTS

Graphic Design: Adobe Illustrator, Photoshop, Premiere, XD; Figma; Canva AI

Virtual Assistance: MS Office Suite, Google Workspace, Microsoft Teams

UX Design: User research, Wireframing, Prototyping

Professional Presentation Skills

EDUCATION

■ *Bachelor of Science in Business Administration*

Lagos State University, Lagos, Nigeria

Graduated: 2012

WORK EXPERIENCE

1. **Graphic Designer | *Freelance***

- Collaborated with 20 clients and more to create visually appealing designs for branding, marketing materials, training needs and workshop clients such as Federal Airport Authority of Nigeria, Lagos State House of Assembly, Lagos State Ministry of Communication
- Utilized Adobe Creative Suite and other design tools to deliver 100+ high-quality graphics.
- Managed 15 projects at various intervals, ensuring 100% on-time delivery and 100% client's satisfaction rate.

2. **Personal Assistant | *Smart Store NG (2019-2022)***

- Managed minimum of 50 customer inquiries daily, resulting in 20% increase in customer satisfaction.
- Assisted in creating over 1000 products descriptions, assets and visualization uploading via e-commerce portal, leading to 25% increase in online sales.

3. **Executive Assistant & Virtual Assistant** | *Goldhedges Consulting* (2015-2018)

- Provided administrative support to 10 senior executives, managing calendars and emails efficiently.
- Coordinated and automated 101 projects and property inspections, resulting in 20% increase in efficiency using key performance index of satisfaction by the same superiors.
- Assisted in project coordination, document preparation, legal documentation, will preparation, formal conduct of search for Nigeria Export & Import (NEXIM) and client communications and needs.
- Utilized MS Office Suite and Google Workspace to streamline workflows and enhance team collaboration.

4. **UX Designer** | *Personal Projects* (2013-2014)

- Conducted user research for 5 web and mobile applications, leading to 15% improvement in user satisfaction.
- Iterated designs based on feedback, resulting in 10% increase in app downloads and user engagement.
- Conducted user research and created wireframes and prototypes for web and mobile applications.

CERTIFICATION

Artificial Intelligence for Career Empowerment (2024)

LANGUAGE

English and Yoruba

PORTFOLIO

Behance Portfolio: <https://www.behance.net/yomimoassocia/projects>

GitHub Portfolio: <https://github.com/motudunng/motudunng>

REFERENCES

Available on request.