

# AGINA-OBU BOMA BITEBO

[bomaaginaobu@gmail.com](mailto:bomaaginaobu@gmail.com) | [LinkedIn](#) | [08167407120](#) | [Portfolio](#)

[Live design](#)

## PROFESSIONAL SUMMARY

I'm a highly motivated Virtual Assistant with a knack for keeping things organized and running smoothly. With experience in administrative support, project management, and content creation, I thrive on helping teams and businesses achieve their goals. My design and program management background allows me to tackle diverse tasks creatively and efficiently. I'm passionate about streamlining processes, improving productivity, and providing top-notch support that makes a difference.

## SKILLS

- **Administrative Support:** Expert in scheduling, managing documents, and handling correspondence.
- **Project Coordination:** Skilled in task management, progress tracking, and reporting.
- **Communication:** Strong in professional correspondence and client interaction.
- **Content Creation:** Proficient in writing, editing, and proofreading.
- **Technology Proficiency:** Experienced with Microsoft Office, Figma, Canva, Photoshop, Google Workspace, Notion, Trello, Asana, and Jira.
- **Organizational Skills:** Excellent at time management, task prioritization, and process improvement.

## **PROFESSIONAL EXPERIENCE**

### **Virtual Assistant/Product Manager - SafeGad**

*July 2024 – Present*

- Provide comprehensive administrative support, including managing schedules, coordinating meetings, and handling client communications.
- Assist with managing gadget protection plans, customer service, and documentation.
- Support the development and implementation of marketing strategies and operational processes.

### **Virtual Assistant Ekocrib**

*August 2024 – Present*

- Manage administrative tasks such as scheduling, correspondence, and document organization for Ekocrib's property-tech operations.
- Support the development and execution of marketing campaigns and client engagement strategies.
- Coordinate pilot testing and product validation efforts to enhance user experience.

### **Program Manager - Tech Legend**

*July 2024 – Present*

- Planning "The Tech Legend Competition," managing event logistics, contestant engagement, and marketing campaigns.
- Organizing tech talks, hackathons, and personal development workshops to enhance participant experience.

- Implementing interactive elements to boost the audience

*January 2023 – January 2024*

### **Product Designer - MySmartcard.co**

- Collaborated with the design and development team to create innovative and user-friendly designs.
- Conducted research and user testing to gather insights and feedback for iterative design improvements.
- Created wireframes, prototypes, and mockups to effectively communicate design concepts to stakeholders.
- Contributed to the development of a next-generation smartcard with a focus on enhancing user experience.
- Ensured seamless integration of design and functionality in collaboration with software engineers.
- Participated in design reviews and brainstorming sessions to drive creative solutions for complex design challenges.

*October 2020 - October 2021*

### **Product Design intern - Harvoxx Tech Hub, Rivers State**

- Conducted user research and interaction studies to inform design decisions.
- Translated user stories and business requirements into effective designs.
- Designed sitemaps, wireframes, prototypes, and User Interface elements.
- Collaborated with Visual Designers to evolve the brand identity style guide.

- Promoted a human-centered and collaborative culture within the company.
- Created user-centered designs based on business requirements and user feedback.
- Developed user flows, wireframes, prototypes, and mockups.
- Translated requirements into style guides, design systems, and attractive user interfaces.
- Designed UI elements, including input controls, navigational components, and informational elements.

## **TUTORING EXPERIENCE**

See Students Feedback [Here](#)

### **Devcareer tech program sponsored by UK-Nigeria Tech Hub**

- Facilitated engaging lectures and hands-on workshops in design principles and product development.
- Assisted in developing and refining the curriculum to align with industry trends and best practices.
- Provided mentorship and guidance to students, nurturing their creative thinking and problem-solving skills.
- Assess student progress and implement improvement strategies.

### **Kodecamp - Sponsored by Kodehaux**

- Led comprehensive training sessions on UI/UX design.

- Developed curriculum to cover technical and creative aspects of design.
- Supported students in building their design portfolios and showcasing their work effectively.
- Conducted regular assessments to evaluate students' skill development.

### **Nsonye - Womenn-Driven Initiative sponsored by free stem funds**

- Championed gender diversity in the tech industry and empowered women through education.
- Designed a curriculum that focused on inclusivity and women's participation in design.
- Cultivated an encouraging and supportive learning environment.
- Encouraged students to pursue their passions and career aspirations in design.

### **Design School - Sponsored by USADF and Lagos State Government**

- Conducted interactive classes and workshops on UI/UX design principles.
- Mentored students in project-based learning, guiding them through real-world design challenges.
- Facilitated collaborative design exercises to foster teamwork and creativity.
- Assessed student progress and provided constructive feedback for improvement.

### **DigiGap - Sponsored by Access Bank**

- Equipped aspiring entrepreneurs with digital design skills to enhance their businesses.
- Introduced the principles of user-centered design to create customer-focused products.
- Facilitated workshops on design thinking and innovation in business.
- Tracked and evaluated participants' progress throughout the training.

## **Techtimal**

- Engaged with diverse learners and adapted teaching methods to suit individual needs.
- Encouraged students to explore their creativity and think critically about design challenges.
- Created a dynamic and inclusive learning environment to foster continuous growth.

## **EDUCATION**

### **University of Port Harcourt, Nigeria**

B.Ed (Sc) Education and Biology

*Second Class Honors (Upper Division)*