

MUSILIU ABAYOMI AKINWUNMI

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PROFESSIONAL SUMMARY

I am a detail-oriented and proactive professional equipped with extensive experience in digital marketing, business consulting and management. I am proficient in a wide range of computer applications including MS Office Suite, Adobe Creative Suite, Figma, Canva AI, and Python. I demonstrate ability to effectively convey ideas, meet project deadlines, and adapt to new technologies. I recently upgraded skills in Career and Business Enhancement, focusing on Google Workspace and Microsoft Teams, alongside professional presentation skills. Multifaceted and a diverse skill set in providing administrative support, managing projects, and enhancing user experiences. I am eager to leverage my expertise and enthusiasm to contribute effectively to a dynamic team.

SKILLS HIGHLIGHTS

- ❖ Graphic Design: Adobe Illustrator, Photoshop, Premiere, XD; Figma; Canva AI
- ❖ UX Design: User research, Wireframing, Prototyping
- ❖ Virtual Assistance: MS Office Suite (Word, Excel, PowerPoint, Visio), Google Workspace, Microsoft Teams
- ❖ Professional Presentation Skills

EDUCATION

- ❖ Bachelor of Science in Business Administration
Lagos State University, Lagos, Nigeria
Graduated: 2012

WORK EXPERIENCE

1. Graphic Designer | Freelance 2023 till date

- ✓ Collaborating with clients to conceptualize and create visually appealing designs for branding, marketing materials, and digital content.
- ✓ Utilizing Adobe Creative Suite and other design tools to deliver high-quality graphics that met clients' specifications and objectives.
- ✓ Managing multiple projects simultaneously, ensuring timely delivery and client satisfaction.

2. **Personal Assistant | Smart Store NG (2019-2022) .. still consult for the firm**

- ✓ Supported e-commerce operations by managing customer inquiries, processing orders, and maintaining product listings.

Assisted in content creation, including writing product descriptions and creating visual assets for online promotions.

3. **Virtual Assistant | Goldhedges Consulting (2014-2018)**

- ✓ Provided comprehensive administrative support to senior executives, including calendar management, email correspondence, and travel arrangements.
- ✓ Assisted in project coordination, document preparation, and client communications.
- ✓ Utilized MS Office Suite and Google Workspace to streamline work-flows and enhance team collaboration.

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

- ✓ Conducted user research and created wireframes and prototypes for web and mobile applications.
- ✓ Iterated designs based on user feedback to improve usability and enhance the overall user experience.
- ✓ Collaborated with developers and stakeholders to ensure designs aligned with project goals and user needs.

CERTIFICATION

✓ **Career and Business Empowerment (2024)**

Proficiency in Business Research Management, professional writing, strong work ethics, and comprehensive knowledge of utilizing Google Workspace and Microsoft Teams, uniquely qualify me for administrative tasks and automation of tasks in team work.

LANGUAGE

English Language and Yoruba Language.

REFERENCES

Available on request.