

OKOLO JOAN UZOAMAKA

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A multifaceted professional with expertise in web design, social media management, and virtual assistance. Proven track record in driving visibility and sales through Facebook and Instagram Ads, streamlining digital workflows, and managing e-commerce operations for enhanced business productivity. Adept at creating compelling digital content and providing seamless virtual support, with a strong focus on improving client satisfaction and operational efficiency. Seeking to leverage these diverse skills to contribute to a forward-thinking organization by elevating digital presence and optimizing administrative processes.

CORE COMPETENCIES

Web Design & Management
Email & Social Media Management
Ads Management

Operations Management
Virtual Assistance
Content Creation

EXPERIENCE

JustKlassic

Dec 2020 - present

Operations Manager

- Streamlined operational processes to ensure smooth daily transactions and enhance productivity.
- Increased online visibility and sales by implementing tailored marketing strategies and content to attract and retain the target audience.
- Fostered client trust and satisfaction by managing customer service inquiries effectively and helping them make informed decisions to get products suited for their needs.

ZeeZee Confectionery

Apr 2020 - Aug 2024

Web Designer/Admin

- Designed and maintained a user-friendly website, ensuring alignment with brand aesthetics and functionality to enhance user experience.
- Improved website engagement and traffic by optimizing site layout and using engaging content.
- Collaborated with the marketing team to integrate digital campaigns, boosting brand visibility and customer interactions.

GeeGirllies

Apr 2024 - Jul 2024

Virtual Assistant

- Provided efficient administrative support, managing emails, appointments, and schedules to ensure smooth daily operations.
- Enhanced client communication by promptly addressing inquiries and coordinating project tasks.
- Optimized workflow efficiency by implementing digital tools for task tracking and reporting.

EDUCATION & CERTIFICATIONS

Ebonyi State University, Nigeria

BSc in Biotechnology

Udemy

Digital Marketing

Google

Digital Marketing Masterclass