


## STEPHEN ONWORDI

Nigeria

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## PROFESSIONAL SUMMARY

Results-driven and detail-oriented professional with proven experience in social media management, executive assistance, and administrative support. Skilled in optimizing workflows, managing multiple projects, and driving brand engagement. Adept at communication, research, and digital tools, with a strong foundation in biochemistry.

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## CORE COMPETENCIES

- Social Media Strategy & Content Creation
  - Administrative & Executive Assistance
  - Project Coordination
  - Research & Data Management
  - Client & Stakeholder Communication
  - Time Management & Organization
  - Microsoft Office Suite & Google Workspace
  - Problem-Solving & Critical Thinking
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## PROFESSIONAL EXPERIENCE

### **Social Media Manager**

*Forex Academy* | Remote | 2025 – Present

- Develop and execute social media strategies to enhance brand awareness, engagement, and community growth.
- Manage content calendars for Instagram, TikTok, and YouTube, including live trading session schedules.
- Analyze social media metrics to optimize campaign performance.

### **Virtual Executive Assistant**

*Remote* | 2023 – 2024

- Provided high-level administrative support to executives, managing calendars, emails, and project deadlines.
- Coordinated meetings, prepared reports, and conducted market research.
- Maintained confidentiality while handling sensitive business information.

### **Office Assistant**

*St Joseph Nursery, Primary & Secondary School, Auchi, Edo State | 2021 – 2022*

- Supported daily office operations including filing, correspondence, and record management.
  - Assisted in organizing school events and meetings.
  - Handled document preparation and maintained a clean, efficient workspace.
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## **EDUCATION**

### **Higher National Diploma (HND), Biochemistry**

Federal Polytechnic Auchi, Edo State | 2023

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## **CERTIFICATIONS & TRAINING**

- Post Graduate Diploma in Project Management and Construction
  - Certified Facility Management Professional (CFMP)
  - Certified Contract Management Professional (CCMP)
  - Associate Member, Institute of Chartered Project Managers (AICPM)
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## **TECHNICAL SKILLS**

- Microsoft Word, Excel, PowerPoint
- Google Workspace (Docs, Sheets, Slides)
- Social Media Tools (Canva, Buffer, Meta Business Suite)
- Basic Graphic & Video Editing