
BADMUS OREOLUWA PRISCILLA

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PROFESSIONAL SUMMARY

Organized and proactive administrative, communications, and project support professional with experience in executive assistance, content strategy, project coordination, research, and digital communications. Skilled in managing schedules, coordinating projects, creating engaging content, and supporting community-focused initiatives. Passionate about social impact, education, women and child empowerment, and leveraging digital tools to improve organizational effectiveness. Strong organizational, communication, and problem-solving skills with experience working in remote and fast-paced environments.

PROFESSIONAL EXPERIENCE

Social Media and Content Strategist

TMAS Holdings | March 2026 – May 2026

- Developed and implemented content strategies aligned with organizational goals.
- Created engaging content for digital platforms to improve audience engagement and visibility.
- Managed content calendars and coordinated social media campaigns.
- Supported brand awareness and digital communication initiatives.
- Monitored content performance and provided recommendations for improvement.

Personal Assistant to the CEO (Remote)

AYT Foods, Scotland | November 2025 – March 2026

- Managed executive schedules, appointments, meetings, and travel arrangements.
- Handled correspondence, email communication, and documentation.
- Supported content planning, public relations activities, and stakeholder communication.
- Assisted with organizational and community-focused initiatives.
- Maintained confidentiality while managing executive information and administrative tasks.

Virtual Assistant / Product Manager

BeTechified Bootcamp and Course | October 2024 – October 2025

- Coordinated schedules, meetings, and project timelines.
- Managed team communication and tracked project progress.
- Conducted research and contributed to Product Requirement Documents (PRDs).
- Prepared reports, presentations, and project documentation.
- Led collaborative projects and ensured timely completion of objectives.

Virtual Assistant / Student Aid Creator & Graphics Designer

RDV Tutors, United Kingdom | 2023 – February 2025

- Developed educational resources and student support materials.
- Designed flyers, graphics, and digital content.
- Created online forms and organized digital records.
- Supported online educational sessions and administrative activities.
- Assisted with content creation and digital engagement strategies.

Adhoc Staff

Hi-Impact Planet Amusement Park, Lagos | 2022 – 2023

- Delivered customer service support in a fast-paced environment.
- Assisted with food preparation and service operations.
- Collaborated with team members to ensure smooth daily operations.
- Demonstrated teamwork, adaptability, and effective communication skills.

LEADERSHIP EXPERIENCE

Product Manager and Team Lead

BeTechified Product Development Project | 2024 – 2025

- Led a multidisciplinary team in the development of a product solution.
- Coordinated project activities and delegated responsibilities.
- Facilitated teamwork and ensured timely achievement of project milestones.
- Presented project outcomes and recommendations.

Group Leader

Academic Project Team | Lagos State University

- Coordinated group activities and assignments.
- Organized meetings and managed task allocation.
- Ensured successful completion of project deliverables within deadlines.

VOLUNTEERING & COMMUNITY ENGAGEMENT

Program and Operations Assistant

Duntai Foundation | December 2025 – Present

- Support programme coordination and operational activities.
- Assist with planning and implementation of community initiatives.
- Contribute to stakeholder engagement and outreach efforts.
- Support administrative processes and programme delivery.

Volunteer

Bramble Girl Child Day – Seun Akilotan Network | 2025

- Supported empowerment programmes focused on girls' education and personal development.
- Assisted with programme coordination and participant engagement.
- Contributed to outreach activities promoting educational opportunities for young girls.

Volunteer

Action Against Child Sexual Abuse Initiative (ACSAI)

- Participated in advocacy and awareness campaigns focused on child protection.
- Supported community sensitisation and digital outreach initiatives.
- Contributed to awareness efforts on child safety and safeguarding.

EDUCATION

Bachelor of Arts (B.A.) History and International Studies

Lagos State University, Lagos, Nigeria

July 2021 – September 2025

Research Project:

Technological Advancement and the Emergence of Modern Trends in Traditional Attires in Lagos Since 2000

SKILLS

Administrative & Professional Skills

- Executive Support
- Administrative Coordination
- Time Management
- Professional Communication
- Stakeholder Engagement
- Meeting Coordination

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- Calendar Management

Research & Project Management

- Online Research
- Project Coordination
- Report Writing
- Documentation
- Problem Solving
- Team Leadership

Digital & Creative Skills

- Social Media Management
- Content Development
- Canva
- Graphics Design
- Digital Communication
- Content Planning
- Presentation Design

CERTIFICATIONS

- Product Management Certification – BeTechified
- BSAFE Certification – United Nations Department of Safety and Security (UNDSS)
- Virtual Assistant Certification – Millionaire Squad
- Action Against Child Sexual Abuse Initiative (ACSAI) Certification

REFERENCES

Available upon request