

MICHELLE DICKSON

Virtual Assistant/
Social Media Specialist

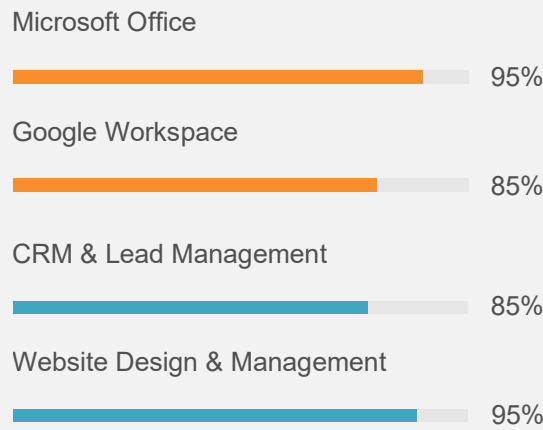
Remotely via Chatswood, NSW
shelleszn@gmail.com



Education

- Diploma in Social Media Marketing**
GomyCode, Remote
June 2025 – in view
- Bachelor Of Science in Geoinformatics**
Federal University of Petroluem Resources,
Effurun
Oct 2023 – till date

Key Skills



Profile

I'm a Social Media Manager and Virtual Assistant with over two years of experience supporting businesses through various virtual solutions. Skilled in streamlining backend operations, enhancing brand presence online, and delivering efficient administrative support. I also, regularly manage freelance and contract-based projects, including one-off tasks, with a strong focus on quality and client satisfaction.

Professional Experience

- Social Media Manager, Client Onboarding Specialist**
FERNDRIL DESIGN CO, Chatswood NSW | Mar 2024 – till recent
 - I managed and scheduled content across platforms including Instagram and Facebook.
 - Providing VA and technical support to existing and potential clients, including onboarding and client engagement.
- Content & Social Media Specialist (Remote)**
Ntriwaa Catering – London, UK | Sep 2024 – Mar 2025
 - I created engaging, on-brand graphics, captions, and video content to increase reach and engagement.
 - Monitored performance metrics and provided monthly analytics reports with insights and recommendations.
 - Quick response to comments, messages, and inquiries to create strong customer relationships.
- Website Administrator/Secretary (Hybrid)**
MIT Verification Services, Warri, NGA | April 2024 – Aug 2024
 - I managed the website, its plugins, and reported inquiries to the company manager.
 - Created company documents, and handled project tasks using Microsoft Office and other software tools.

Languages

English – *Advanced*

Interpersonal Skills

Teamwork, Dependability, Motivation and Empathy.

Other Skills & Abilities

Adobe Illustrator, Photoshop & Canva



Data Entry, Typing Speed of 70 WPM



WordPress



Communication Skills



Personal/Portfolio Links

Portfolio Link: coming soon

Instagram: <https://www.instagram.com/shelleszn>

Facebook: <https://www.facebook.com/shelleszn>

Professional Certifications

- Certification in Copywriting Feb 2024
Institute: Alison Courses
- Fundamentals of Digital Marketing Certification Nov 2023
Institute: Google Digital Garage