

Onwuka O. Michael

No 7 Igboukwu street
Off Artillery.PH Rivers State
07045653299

techxtreme001@gmail.com

April 8, 2025

Bentley Job Agency

Dear Sir/Madam

I am writing to express my interest in any available opportunities within your agency that align with my skills and experience. I am a passionate Social Media Manager with hands-on experience using Facebook Business Suite, Instagram Ads, and Canva for content creation and strategy. In addition to this, I am also a Front-End Web Developer with skills in HTML, CSS, JavaScript, WordPress, and website customization.

Over time, I have handled social media content creation and management for Klarus Heights, a lifestyle brand, and I also designed and developed a real estate website for J.O Onwuka & Co Ltd. These projects have helped me develop valuable skills in online branding, customer engagement, and website management.

I am confident in my ability to contribute creatively to any organization, manage social media pages professionally, create content, run ads, and ensure brand visibility across digital platforms. I am also capable of making website edits, managing WordPress websites, and ensuring responsive web design.

I am open to roles in Social Media Management, Digital Marketing, Front-End Web Development, or any role where my skill set will add value.

Attached is my CV for your consideration. I would appreciate the opportunity to discuss suitable roles you may have available.

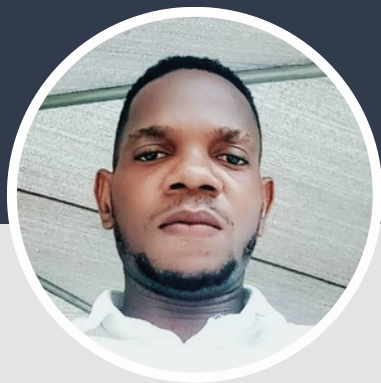
Thank you for your time and consideration. I look forward to hearing from you

Sincerely,

Onwuka O. Michael

ONWUKA O. MICHAEL

SOCIAL MEDIA MANAGER



CONTACT

📞 07045653299

✉️ techxtreme001@gmail.com

📍 No 7 Igboekwu street Off
Artillery PH

SKILLS

- Instagram & Facebook Ads
- Content Creation
- Social Media Strategy
- Frontend Web Development
- Wordpress
- Template Editing
- Effective Communication
- Canva
- Social Media Analytics

LANGUAGES

- English (Fluent)
- French (Basic)
- Igbo (Fluent)
- Yoruba (Basic)

REFERENCE

Chukwuemeka Obike

CEO Fix It Technologies

Phone: +234 803 734 7504



PROFILE

Creative and results-driven Social Media Manager with hands-on experience using Facebook Business Suite and Instagram Ads to drive engagement, build brand presence, and execute targeted ad campaigns. Also skilled as a Front-End Web Developer with proficiency in HTML, CSS, JavaScript, and WordPress specializing in building and customizing visually appealing, user-friendly websites. Strong passion for digital marketing,



WORK EXPERIENCE

Mantra Operations

2019 - 2022

Close Protection Officer

- Accompanying the client closely in their daily activities. Including travels, public appearances and events to ensure their safety
- Exercising discretion and maintaining a professional demeanor at all times to protect the privacy and reputation of the client
- Multi-stakeholder Collaboration.
- Having skills in conflict resolution and de-escalation to handle confrontational situations calmly and professionally

J.O Onwuka & Co Ltd

2025 - 2025

Web Developer

- Clean and responsive website design
- Company profile and service pages
- Real estate property showcase
- Contact form integration for inquiries
- Optimized for mobile and desktop devices
- Easy-to-navigate user interface
- Exercising discretion and maintaining a professional demeanor at all times to protect the privacy and reputation of the client
- Having skills in conflict resolution and de-escalation to handle confrontational situations calmly and professionally

J.O Onwuka & Co Ltd

Social Media Manager

2025 - 2025

- Social Media Strategy & Content Creation
- Campaign Management & Advertising
- Community Engagement & Brand Building
- Analytics & Reporting



EDUCATION

Bachelor Of Science

2004 - 2009

Dept Of Marketing | Abia State University, Uturu