

STEPHEN-CHRIS VICTOR

09043320025 | stephenchrsvictor100@gmail.com | Delta State, Nigeria

PROFESSIONAL PROFILE

Versatile and results-oriented professional with mid-level experience in content writing, digital communication, research, and administrative support. Skilled at producing clear, engaging written content, conducting online research, proofreading, managing digital tasks, and communicating effectively with different audiences. Adaptable, dependable, detail-oriented, and comfortable working independently or as part of a team. Seeking opportunities across general administrative, customer support, content, digital, and business-related roles.

CORE SKILLS

Content & Article Writing	Copywriting & Editing	Proofreading
Online Research & Information Gathering	Social Media Content	Microsoft Word & Document Formatting
Microsoft Excel & Basic Data Handling	Communication & Customer Support	Administrative Support
Time Management & Organization	Attention to Detail	Teamwork & Adaptability

PROFESSIONAL EXPERIENCE

Independent Content Writer & Digital Support — *Freelance / Independent*

- Content development, research, proofreading, social media writing, and digital support

Administrative & Academic Project Support — *Independent / Academic Projects*

- Document preparation, data organization, research, presentations, and structured report writing

EDUCATION

Admiralty University of Nigeria

B.Sc. Accounting — In Progress

ADDITIONAL STRENGTHS

- Comfortable learning new software and online platforms quickly
- Able to work with deadlines and follow written instructions
- Strong written communication and practical problem-solving skills

REFERENCES

Available on request.