JANET TOLULOPE FATUKASI

Social Media Manager | Entry-Level
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PROFESSIONAL SUMMARY

Creative and detail-oriented Social Media and Content professional with practical experience managing social media content, planning content calendars, writing captions and supporting audience engagement. Skilled in developing social media posts, carousels, stories and scripts, with experience monitoring content performance through Instagram Insights. Proficient in Canva and experienced in voiceover production for commercial and church-related content. Strong written and verbal communication skills, with a keen interest in digital communication, content strategy and brand storytelling.

CORE SKILLS

- Social Media Management
- Content Planning
- Content Calendar Management
- Caption Writing
- Social Media Content Creation
- Audience Engagement
- Community Management
- Content Research
- Scriptwriting
- Voiceover Production
- Digital Communication
- Team Collaboration
- Time Management
- Attention to Detail

PROFESSIONAL EXPERIENCE

Social Media Manager
Epiphany Publications | 2026

- Managed daily Facebook content to maintain consistent communication with the organisation's audience.
- Planned and maintained a content calendar for regular social media publishing.
- Created engaging captions and promotional content tailored to the target audience.

- Supported audience engagement through social media interactions and content distribution.
- Monitored content performance and audience engagement using available social media insights.
- Collaborated with team members on content planning and publicity activities.

Content Writer
Freelance & Self-Directed Projects | 2025 – Present

- Created written content for personal, client and digital projects.
- Produced social media captions, scripts, essays and other audience-focused content.
- Adapted writing style and content structure to suit different audiences and communication objectives.
- Conducted research to develop relevant and engaging content.
- Published selected written work on LinkedIn and Facebook.

Voiceover Artist
Independent Projects | 2026

- Produced voiceover content for commercial and church-related productions.
- Applied vocal delivery, articulation, tone and pacing techniques to recorded content.
- Developed voiceover skills relevant to digital advertising, social media and promotional content.

LEADERSHIP EXPERIENCE

Assistant General Secretary
Federal Association of Ijesa Students, OAU (FISUOAU) | 2022 – 2023

- Supported communication between executives, members and stakeholders.
- Prepared notices, official correspondence and meeting documentation.
- Assisted in planning and executing student-focused programmes and events.
- Supported organisational activities and team coordination.

Welfare Secretary
Student Fellowship | Current

- Support the coordination of welfare activities and member-focused initiatives.
- Assist with communication and organisation of welfare programmes

and activities.
- Work collaboratively with other executives to support members and execute fellowship initiatives.

Financial Secretary
Student Fellowship | 2023 – 2025

- Managed financial records, contributions and expenditure documentation.
- Prepared financial summaries and maintained accurate financial records.
- Supported transparent and organised financial management for fellowship activities.

PROFESSIONAL & EXTRACURRICULAR ACTIVITIES

- Member, Liberation Chamber — Obafemi Awolowo University
- Member, Alternative Dispute Resolution, OAU Chapter (ADROAU) — Obafemi Awolowo University

EDUCATION

Obafemi Awolowo University
Bachelor of Laws (LL.B.) — In View | Part V Law Student

CONTENT & SOCIAL MEDIA TOOLS

- Canva — Intermediate
- Instagram Insights
- Facebook
- Microsoft Office Suite
- Google Docs
- Grammarly

CONTENT FORMATS

- Social Media Posts
- Carousel Posts
- Instagram Stories
- Social Media Captions
- Scripts
- Voiceover Content

CERTIFICATIONS & ACHIEVEMENTS

- Voiceover Training Certification — 2026
- Certificate in Writing — 2025
- Certified in Communication Skills
- 9th Position, Influencers Writing Challenge Community (IWAC) Writing Challenge — 2025
- Third Position, Scripture Union Campus Fellowship (SUCFOAU) Writing Challenge

ADDITIONAL INFORMATION

Strong interest in social media, digital communication and content strategy. Creative, adaptable and fast-learning. Strong written and verbal communication skills. Comfortable working independently and as part of a team.