

Noyenum Akinfenwa

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Driven and detail-oriented first-class graduate seeking an entry-level position that offers internal progression. Skilled with a strong foundation in **design and ideation** and a track record of efficient work while collaborating with diverse teams, managing projects and producing high-quality content. I am eager to contribute my organisational skills and situational preparedness to a forward-thinking creative team and grow with a passionate company.

KEY SKILLS

Communication | **Content Organisation and Development** | Attention to detail | **Email Correspondance** | Project Management | **Adaptable** | Art Direction | **Visual Design** | Illustration

TECHNICAL SKILLS

Microsoft Word, PowerPoint, Excel | **Google Workspace** (Gmail, Docs, Slides, Sheets, Calendar) | Canva | Miro | **Gantt Chart** | Wordpress | **Adobe Creative Cloud** | Mac OS | **Procreate** | Capcut

EDUCATION

SSG Services
2025 - 2025

Buisness Administration L2

Notable Modules:

Business document production | Data Protection legislature | Diary system management

Kingston University
2021 - 2024

1:1 - BA Hons Creative and Cultural Industries - Art Direction

Notable Modules:

Customer Mindfulness | Creative Project Management | Visual Narratives and Design Thinking

Leed Arts University
2020 - 2021

Foundation Diploma in Graphic Communication

EXPERIENCE

2024 - 2025

Freelance Creative Project Assistant

- **Volunteer Personal Assistant** at Obylix Ltd
- **Content Admin** at The Desk Escape

Responsibilities have included organising projects for clients using CMS, **research and development for project tasks**, IT support, producing business documents and **folder organisation**, etc

Kingston University
2023 - 2024

Fundraising and Event Hosting - Bake Sales and Coffee Tasting

- **Developed engaging themes and visual displays** to enhance event appeal, fostering a memorable and inviting atmosphere that encouraged public participation
- **Collaborated with team members** in the **planning stage and management** on the day, resulting in successful events which I recorded against our KPIs

Africa Sustainable Trade
2023 - 2023

Graphic Design and Social Media Marketing Intern

- **Organised and maintained databases** of graphic assets, ensuring quick access and **proper categorisation** of visual content
- Collected and input **performance metrics** such as likes, shares, and comments into spreadsheets and reporting tools to analyse campaign effectiveness

Obylix Ltd
2022 - 2023

Admin Assistant

- Managed communication workflows, responding to and directing customer calls, ensuring **accurate and efficient information routing**
- Maintained and updated records and documentation, including meeting minutes and RACI charts, **ensuring data integrity** and accessibility