



Michael S. Nyawanga

Content Writer, Data Entry
Specialist & Virtual Assistant

Talented professional good multitasking, organizational and verbal and written communication skills. Expertise includes content writing on diverse topics and for use in different media, data entry & administrative support. Bringing four years of related experience

• Skills

SEO Writing

WordPress SEO

Data Entry

Microsoft Excel

Google Docs

News writing

Content Marketing

Creative Writing

Consistent brand messaging

Promotional marketing and
advertising

Audience Analysis

Grammar mastery

Technical Writing

Keyword optimization

Content Curation

Creative capabilities

SEO knowledge

Strong Research Abilities
Tone and Language

Variations

Work Planning and
Prioritization

• Work History

2019-01 -
2020-03

Lead Automotive Content Writer

JeepStoreUSA.com

- Generated invigorating social web content
- Coordinated mailings, marketing materials, and website content
- Assisted Content Marketing Associates with all administrative duties associated with web content
- Worked to assess completing the website's regarding content, look, and feel.

2020-02 -
Current

Freelance Automotive Content Writer

Upwork.com, Remote

- Developed unique content for various client sites to improve presence and brand awareness
- Generated invigorating social media content
- Specialized in SEO Web Content Writing in several niches
- Assisted Content Marketing Associates with all administrative duties associated with web content.

2021-02 -
Current

Virtual Assistant

HAP Vietnam, Remote

- Scheduling appointments and managing calendars.
- Handling email and organizing inboxes.

- Preparing documents and reports.
- Updating data in databases or spreadsheets.
- Maintaining accurate records and files.
- Writing blog posts, newsletters, and other digital content
- Troubleshooting basic technical issues for clients.
- Responding to customer inquiries via email or chat.
- Data entry

2023-11 -
Current

Ghostwriter

Exotic Car Trader, Remote

- Adapted writing styles to suit various target audiences, generating more effective communication results.
- Enhanced client satisfaction by delivering high-quality written automotive content tailored to their specific needs.
- Received recognition from clients for consistently surpassing expectations related to project quality and timeliness.
- Showcased versatility in writing across diverse automotive subjects.

2024-01 -
Current

Ghostwriter

Forbes, Remote

- Achieved high levels of client satisfaction by carefully listening to their ideas and incorporating feedback into revisions.
- Enhanced client satisfaction by delivering high-quality written content tailored to their specific needs.
- Contributed valuable insights during brainstorming sessions that ultimately enhanced the quality of final deliverables.
- Organized material to research and complete writing tasks.

• **References**

Available upon request.