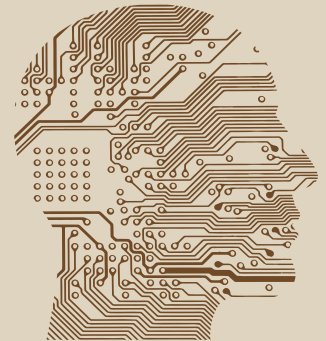


Mercy Emmanel

Virtual Assistant | Administrative Assistant
|Executive Assistant | Social Media Manager
|AI Content creator | AI Ads video creator | AI
photographer| Cybersecurity Learner



Portfolio



About Me



Hello! I'm Ismail Mercy Emmanuel, a Virtual, Administrative & Executive Assistant, Social Media Manager, AI Content Creator, AI Ads Video Creator, and AI Photographer, currently expanding my expertise in Cybersecurity.

I help businesses, entrepreneurs, and executives stay organized, productive, and visible by combining efficient administrative support with creative digital solutions. From managing calendars, emails, documents, and daily operations to creating engaging social media content, AI-powered advertisements, and professional visuals, I provide services that improve efficiency and strengthen brand presence.

I am passionate about delivering high-quality work, maintaining professionalism, and continuously learning new technologies. With strong organizational skills, creativity, attention to detail, and a commitment to excellence, I strive to help businesses streamline their operations, connect with their audience, and achieve their goals.



Education

2021-2025

National Open University

Bachelor of science (B.sc)
criminology and security
studies

2019

Maria Breed Montessori school

Senior Secondary school
certificate (SSCE)

Work Experience

2023

Nenni's Hair

Social Media
Intern

2023 - 2024

Apex Business Solution

Virtual Assistant (Remote)

2024 - 2025

Pormen Tech Academy

Virtual Assistant Intern

2025 - 2026

Engro Food Export

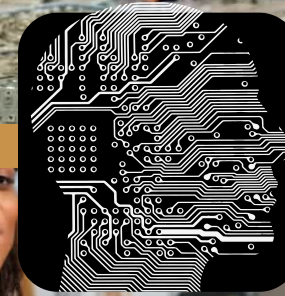
Secretary/ office assistant





My Project





Project 1

AI Advertisement video
for a construction
company
2026

Project 2

AI Food Adverstising
campaign for Gemz Menu
2025



30-Day Social Media Plan			Gems Menu	
Days	Platform	Content	Call to Action	
Day 1	IG Reel / TikTok	Behind-the-scenes	Order yours today!	
Day 2	IG Carousel	Menu Spotlight	DM to order now!	
Day 3	WhatsApp Status	Customer Review	Place your order via WhatsApp	
Day 4	IG Story Poll	Interactive	Vote now!	
Day 5	TikTok	POV / Skit	Follow for more foodie vibes	
Day 6	IG Static	Promo Flyer	Tap link in bio to order	
Day 7	Facebook Post	Testimonial	Tag someone who needs this!	



Project 3

AI Restaurant
advertisement
2025



Project 4

AI Beauty Campaign

2025



BEFORE



AFTER



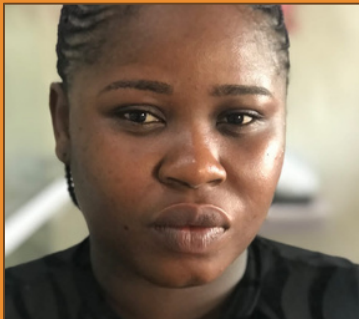
Birthday Photoshoot



Birthday Photoshoot



BEFORE



Project 5

AI Photography collection
2025 & 2026

MY SERVICES



Virtual, Administrative & Executive Assistance

- Calendar & Schedule Management
- Email & Inbox Management
- Executive Support
- Meeting Coordination & Minutes
- Data Entry & Database Management
- Travel Planning
- Internet Research
- Document Preparation
- File & Document Organization
- Customer Support
- Project Coordination



Social Media Management

- Social Media Strategy
- Content Planning
- Content Calendar Creation
- Community Management
- Caption Writing
- Analytics & Performance Tracking
- Brand Growth Strategies
-



AI Content Creation

- AI Marketing Graphics
- AI Product Visuals
- AI Brand Campaigns
- Promotional Content
- Carousel Posts
- Educational Content
- Brand Storytelling



AI Advertisement Videos

- Business Commercials
- Company Promotional Videos
- Product Advertisements
- Event Promotions
- Restaurant Promotions
- Real Estate Marketing Videos
- Social Media Video Ads

MY SERVICES



AI Photography

- Product Photography
- Beauty Photography
- Fashion Photography
- Food Photography
- Lifestyle Photography
- Corporate Portraits
- Real Estate Photography



Cybersecurity (Learning Journey)

- Cybersecurity Fundamentals
- Digital Safety Awareness
- Risk Management Basics
- Security Best Practices
- Online Privacy
- Secure Digital Workflows

CORE SKILLS

Administrative & Executive Support

- Executive Assistance
- Calendar Management
- Email Management
- Meeting Coordination
- Travel Planning
- Data Entry
- Customer Support
- Internet Research
- Document Management
- Project Coordination

Professional Skills

- Communication
- Time Management
- Organization
- Problem Solving
- Attention to Detail
- Adaptability
- Team Collaboration
- Critical Thinking

Creative & Digital Skills

- Social Media Management
- AI Prompt Engineering
- AI Image Generation
- AI Video Creation
- Canva Design
- Video Editing
- Brand Storytelling
- Copywriting
- Content Strategy

TOOLS I USE

Administrative Tools

- Microsoft Office Suite
- Google Workspace
- Google Calendar
- Microsoft Outlook
- Zoom
- Google Meet
- Slack
- Trello
- Notion

Creative Tools

- Canva
- CapCut
- ChatGPT
- Gemini
- Claude
- AI Image Generators
- AI Video Generation Tools

Social Media Platforms

- Instagram
- Facebook
- TikTok
- YouTube
- LinkedIn
- X

WHY WORK WITH ME

- ✓ **Organized and Detail-Oriented**
- ✓ **Professional Communication**
- ✓ **Timely Delivery**
- ✓ **Attention to Detail**
- ✓ **Creative & Innovative Solutions**
- ✓ **Confidentiality & Integrity**
- ✓ **Reliable Administrative Support**
- ✓ **AI-Powered Creative Content**
- ✓ **Client-Focused Approach**
- ✓ **Continuous Learning & Improvement**

CERTIFICATE





Contact



11 owode lagbasa Ajah Lagos

emmanuelmercy2500@gmail.com

09027259145



LINK TO THE VIDEOS

<https://vimeo.com/1206217650?share=copy&fl=sv&fe=ci>

<https://vimeo.com/1206222769?fl=ip&fe=ecraph>

<https://vimeo.com/1206222227?fl=ip&fe=ec>

<https://vimeo.com/1206221283?fl=ip&fe=ec>

<https://vimeo.com/1206219974?fl=ip&fe=ec>

<https://vimeo.com/1206217650?fl=ip&fe=ec>



EVERY WOMAN'S STORY... BEYOND THE SMILE.



Thank You

