



Laura Enemosah *Freelance Writer*

 eleojo369@gmail.com

 +234 805 360 3595

 Lagos, Nigeria

 <https://linkedin.com/in/laura-enemosah-58281630b>

 https://www.fiverr.com/coldspot_05

Profile

I'm a freelance writer focused on creating content that connects and resonates. I bring adaptability, attention to detail, and a commitment to delivering impactful results—whether it's business copy, articles, or guides. My goal is to be a trusted partner who brings fresh ideas and consistently delivers.

Professional Experience

US

Technical Writer

Group Home Biz

- Created operational procedures, training materials, and compliance guides for group home settings.
- Worked with teams to ensure documentation met regulatory standards and supported staff training.
- Simplified complex information into clear, user-friendly formats to enhance daily operations.

US

Assistant Manager

Unity Homecare LLC 

- Created and maintained a range of documentation, including care guidelines, staff protocols, and client communication materials to ensure clarity and compliance.
- Developed engaging content for training purposes, including instructional materials and resources to enhance staff performance.
- Drafted reports and managed client communications, ensuring all written materials met regulatory standards and supported quality care delivery.

Nigeria

HR Manager

WIRES AUTO

- Managed HR functions, including recruitment, onboarding, and employee engagement initiatives to strengthen workplace culture and retention.
- Created diverse content, including training materials, internal newsletters, and employee handbooks, to support staff development and keep employees informed.
- Handled employee relations and documentation, promoting open communication and resolving issues to maintain a positive work environment.

Nigeria

Advertising Copywriter

VIL Academy

- Crafted engaging advertising copy for various platforms, including social media, email campaigns, and website content, to drive brand awareness and engagement.
- Collaborated with design and marketing teams to develop cohesive campaigns that effectively conveyed the academy's mission and offerings.
- Analyzed campaign performance metrics to refine messaging and optimize content strategies for improved audience reach and conversion.

Skills

Writing & Content Development

- Technical Writing and Documentation
- Policy and Procedure Manual Creation
- Advertising Copywriting
- Content Strategy and Development
- Creative and Persuasive Writing
- Training and Instructional Material Development

Project Management & Organization

- Deadline Management and Prioritization
- Cross-Departmental Collaboration
- Strategic Planning and Implementation
- Quality Assurance in Documentation

Technical Proficiencies

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Content Management Systems (CMS)
- Google Workspace
- Basic Project Management Software (e.g., Asana, Trello)

HR & People Management

- Employee Onboarding and Training
- Performance Review Documentation
- Employee Relations and Conflict Resolution
- Recruitment and Hiring Processes
- Compliance and Policy Management

Analytical Skills

- Content Performance Analysis (e.g., engagement metrics for advertising copy)
- Data-Driven Content Adjustments
- Regulatory Compliance Analysis

Client Relations & Stakeholder Engagement

- Client Communication and Relationship Building
- Needs Assessment and Tailored Content Creation
- Collaborative Content Review with Clients and Stakeholders
- Feedback Integration and Iterative Content Improvement
- Cross-Functional Team Coordination to Meet Client Objectives

Education

Lagos, Nigeria

Computer Science

Lagos State University

Remote, US

Business Communication

Atlantic International University

Courses

The Complete Freelance Writing Course

Udemy

Full Stack Web Development

Asdin

ProDev Back-End Web Development

ALX