

Evans Z Paris

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Portfolio: evanzafrica.com

Professional Summary

A Business Operations Executive, Web Development and IT support staff focused on empowering businesses and people to lead their digital journeys while supporting cross-functional teams to increase customer satisfaction through process improvement with exceptional knowledge of developing strategic plans for service excellence.

Core Competences

- Business Strategy & Development
- Website Design & Development (WordPress, Framer)
- UI/UX Design (Figma, Responsive Design)
- IT Support
- SEO & Performance Optimization
- Customer Relationship Management
- Process Automation & Digital Transformation
- Social Media & Digital Campaigns Designs
- Project & Team Management
- Remote Collaboration & Communication

Tech Stark & Tools

**Figma • WordPress • Elementor • Framer • Adobe Suite • SEO Tools
Zoho • Notion • Meta Ads Manager • Google Analytics • Lenvica HRM
Software**

Professional Experience

Business Development Manager / Head of ICT - Wash by CityClapr

Feb 2023 - Oct 2023 | Abuja, Nigeria

- Increased company visibility and conversions by 50% by developing a responsive web platform and online booking system.
- Ranked Wash by CityClapr as the #1 car wash in Abuja via effective SEO strategies.
- Designed and executed lead generation campaigns, increasing customer acquisition by 50%.
- Led digital content strategy, including social media, boosting website traffic by 40% and organic follower growth by 4,000+.
- Built relationships with premium clients and improved customer satisfaction and processes by 25%.
- Conducted market analysis to inform business growth strategy.

Website Developer / Head of ICT - Lugold Store/ Lugold Edc

Apr 2023 - Oct 2023 | Abuja, Nigeria

- Spearheaded cloud-based document systems, cutting paper usage by 50% and enhancing data accessibility.
- Implemented HRIS system integration and HR process automation, reducing admin workload by 30%.
- Provided training to HR teams on using automation and productivity tools.
- Improved internal reporting and data visibility through systems integration.
- Ranked key product search terms in top 3 results on Google.
- Handled technical support, customer feedback, and product launch coordination.

Website / Online Manager - Bethel Christian Center

Sept 2021 - Dec 2022 | Abuja, Nigeria

- Built new church website with donation systems, event calendar, and multiple data collection forms

- Device HRM clock-in registration for workers
- Implemented digital member management and email marketing campaigns.
- Developed backend structure for easy website management

Social Media Manager - Hibiscus Naturals

Sept 2019 - Dec 2020 | Ijebu Ode, Nigeria

- Developed e-commerce store
- Designed and managed all social media platforms
- Handled logistics for product delivery to customers

Personal Assistant - Marcopolo Hotels & Properties

August 2015 - Sept 2017 | Lagos, Nigeria

- Managed executive schedules and communications.
- Supported property sales worth over ₦70 million.
- Maintained confidentiality and high-level organization in daily tasks

IT Support Staff - Lawyers Chronicles (NYSC)

August 2013 - Sept 2014 | Jos, Nigeria

- Managed executive schedules and communications.
- Update website blog and articles

Education

Bachelor of Arts in History & Diplomacy

Niger Delta State University, Wilberforce Island. 2009 -2013

Availability & References

- Available for full-time **remote** opportunities
- References available upon request