A person taking a selfie

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**Adedolapo Balogun**

Hoffman Estates, IL | a\_balogun2@mail.harpercollege.edu |

**EDUCATION**

**Harper College Palatine, Illinois**

*Associate in science | GPA:3.51*

Throughout my studies, I maintained a solid GPA of [3.51], demonstrating consistent dedication, a strong work ethic, and excellent time management skills. This achievement reflects my ability to excel in both challenging coursework and extracurricular activities.

* **Relevant Coursework:** General chemistry, organic chemistry, computational structures, analytic chemistry, biophysical chemistry, biochemistry II, Genetics, Python programming.

**WORK EXPERIENCE**

**Mercy Grace Private Practice Gilbert, AZ**

*Front Desk*  April 2021 to Feb 2022

* Efficiently handle front desk duties, greeting and assisting visitors and guests. Manage inquiries, appointments, reservations, and check-in/check-out processes. Ensure a secure environment, handle payments, resolve issues, and support administrative tasks.
* Provide excellent customer service, creating a welcoming atmosphere. Effectively address inquiries, and concerns, and provide recommendations.
* Maintain efficient schedules, handle mail/packages, and coordinate with other departments. Skilled in multitasking for administrative tasks, payment processing, and accurate record-keeping.

**Kaas transportation services**

**Chicago, IL**

*Phone Operator* March 2022 to Feb 2023

* Proficiently handled inbound calls and managed reservations for a transport service. Provided accurate information, booked appointments, and ensured seamless scheduling.
* Delivered exceptional customer service, addressing inquiries, and concerns, and resolving issues promptly and professionally. Handled ticketing, changes, and refunds efficiently to ensure customer satisfaction.
* Maintained effective communication with drivers and team members to coordinate operations. Accurately recorded customer details, reservations, and communication logs for organized and efficient service delivery.

**SKILLS & INTERESTS**

**Computer:** Google Suite, Adobe Creative Suite (Photoshop, Illustration), Microsoft Office (Excel, PowerPoint)

**Languages:** English (Native)

**Interests:** Podcast, Painting & Drawing, Personal Investing, Workout, Hiking

**HOBBIES**

* Reading
* Working out
* Watching movies
* Eating out