

EMMANUEL OJO-EJEMAI

Grand Prairie, TX 75052

682 558 6582

emmaejemai@gmail.com

www.linkedin.com/in/emmanuel-ojo-ejemai-455070252

SUMMARY OF QUALIFICATIONS

- Helped Co-found a School Organization and lead it.
- Assisted in training new employees.
- Guided students effectively with syntax in programming languages.
- Demonstrated leadership by assisting co-workers and resolving student problems.
- Assisted more than 4000 students with software and hardware issues.
- Proctored 600 +/- professional certification exams.

EDUCATION

University of Texas at Arlington

College of Business

BS in Information System expected May 2025. GPA 3.3

Tarrant County College

Associate in Arts. GPA 3.3

Activities:

English Honor Society (Sigma Kappa Delta), Member, Spring 2022

Accounting Society, Member, Spring 2022

Travel Club, Member, Fall 2019

EXPERIENCE

Tarrant County College, Arlington, TX

Certified Testing Center Administrator and Student Assistant, September 2019 to August 2022

- Demonstrated leadership by assisting co-workers and resolving student problems.
- Proctored 600 +/- professional certification exams.
- Assisted more than 4000 students with software and hardware issues.
- Taught students how to install a variety of software applications.
- Aided students effectively with all Microsoft Office Suite programs.
- Worked almost 20 hours per week.

COMPUTER SKILLS

Proficient in Programming Languages: C++, Python, Java, SQL, HTML

Advanced in Microsoft Office, Word, PowerPoint, Access, Excel, and Outlook