**EMMANUEL OJO-EJEMAI**

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**SUMMARY OF QUALIFICATIONS**

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| * Helped Co-found a School Organization and lead it. | * Demonstrated leadership by assisting co-workers and resolving student problems. |
| * Assisted in training new employees. | * Assisted more than 4000 students with software and hardware issues. |
| * Guided students effectively with syntax in programing languages. | * 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