

Jide Adesanya 469-601-7763
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SUMMARY SKILLS AND ACCOMPLISHMENTS

- I am an ambitious student pursuing an Economics degree combining this with Computer software courses.
- I just finished my Junior at the University of Texas at Austin with a GPA of 3.85.
- For the Spring 2022 semester, I am enrolled in Southern Methodist University's 24-week Coding Boot Camp.
- I am adaptable and driven with a strong work ethic and thrive in team-based or individually motivated settings.
- I have excellent computer skills, including Microsoft excel and word.
- I have excellent communication skills.
- I have outstanding skills in bank reconciliation.
- I have excellent skills in posting entries into Quickbooks.
- I am a team player and excel with individual responsibilities.
- I averaged a 4.0 through my senior year of High School.
- I was on FC Dallas Soccer Team and Finished 3rd in Nationals.

HONORS

- Received Midfielder of the year in my district
- Was selected on the Lonestar Conference Honor Roll

EDUCATION AND TRAINING:

- High School Diploma 2019
- University of Texas Expected Completion in May 2024 Austin, TX

EXPERIENCE

Dallas Baptist University (DBU) IT Department

Student worker March 6th, 2021 -September 6th, 2021

- Monitoring / owning incidents, on user requests/questions
- Provide a communications channel between other service management functions and the user community.
- Maintains computer systems and run diagnostic programs with the IT team

INI ADESANYA CPA PLLC

September 2019- Date

Accounting Assistant

- Posted client entries using QuickBooks
- Reconciled Clients bank account
- Provided Clients with Tax Organizer for tax returns
- Communicated with clients on outstanding documents and various issues
- Invoiced Clients

Hospital: Medical City Lewisville

May 2018-Aug 2018, May 2019-Aug 2019

Volunteer (Day Surgery Department and Front Desk)

- Took inventory of medical supplies
- Assisted in ordering all supplies needed based on inventory levels
- Created and maintained facility documents and records, maintaining accuracy while managing sensitive data
- Directed patients to correct patient ward

Studio Movie Grill -The Colony, TX

May 2019 to Aug 2019

Food Runner

- Welcomed incoming patrons and seated them at optimal locations based on individual preferences and server balancing requirements.
- Reset tables between guests, including refilling condiments and wiping down all surfaces.
- Inventoried food supplies to determine needs and replenish stations.
- Completed final preparations of dishes and quickly delivered items to customers.
- Cleaned tables and observed proper sanitizing techniques to prevent food-borne illnesses.
- Checked tables and refilled inventory of condiments that were running low.

- Relayed orders and special requests to cooks, monitoring finished dishes for accuracy with preferences.

Blue Sky -The Colony, TX
Cashier/Referee

Sep 2016 to Jan 2017

- Helped customers find specific products, answered questions, and offered advice.
- Assisted with purchases, locating items, and signing up for rewards programs.
- Processed all sales transactions accurately and promptly to prevent long customer wait times.
- Observed company return policy when processing refunds, including inspecting merchandise for wear or damage.
- Wrapped items and bagged purchases properly to avoid breakage merchandise.
- Maintained high productivity by efficiently processing customers' cash, credit, debit, and voucher program payments.
- Learned roles of other departments to provide coverage and keep store operational and Refereed various soccer games for different age

