

OluwaJuwon Olofe

Address: North York, Toronto, ON

Phone: (647) 625-7742

Email: Oluwajuwon321@gmail.com

LinkedIn: www.linkedin.com/in/oluwajuwon321

HIGHLIGHT OF QUALIFICATIONS

- Proficient in Microsoft Office Suite (Word, Excel, Access, Outlook, PowerPoint) with a strong ability to manage and analyze data and create professional documents and presentations.
- Strong organizational and time management abilities, consistently meeting deadlines while handling multiple tasks and supporting various administrative functions.
- Excellent written and verbal communication skills, with experience preparing reports, delivering presentations, and engaging with diverse audiences.
- Proven experience in student engagement and program support, including planning and facilitating events, workshops, and webinars for international student success.

EDUCATION

Honours Bachelor of Arts in Law & Society

Present

York University, Toronto, ON

- Vice President of governance for SCOLAPS, demonstrating leadership and strategic decision-making.
- **Relevant Course: Law and Society**
 - *Accomplishment:* Developed strong analytical and critical thinking skills by reviewing legal cases and decisions, applicable to assessing customer needs and offering appropriate solutions.

High School Diploma - Seaside Height Secondary School | Lagos, Nigeria

Certificate - Certificate in Crisis Intervention | Safe Management Group | Burlington, Toronto, ON

- First Aid & CPR Certification

WORK EXPERIENCE

International Student Success Ambassador

Sep. 2024 – Present

York University, Keele Campus, Toronto, ON

- Managed responsibilities efficiently, balancing tasks and deadlines, showcasing strong time management abilities.
- Conducted workshops and presentations to support international students, utilizing solid oral presentation skills via social media platforms like Zoom, telephone and email.
- Created engaging videos to promote activities and events on various social media platforms, increasing students' awareness of available resources using Canva, caput, cameras and other software.
- Organized and led events, addressing student needs and improving engagement, reflecting the ability to handle customer concerns and recommend solutions.

Career Peer Educator

May. 2024 – Aug. 2024

York University, Keele Campus, Toronto, ON

- Helped students improve their resumes and cover letters by providing personalized feedback on their documents. This has equipped me with the customer service skills to support people in achieving their career goals.
- Created survey questions to identify ways to enhance our current course and help students make the most of their learning resources.
- Supported students through email inquiries, showcasing excellent Interpersonal, communication and problem-solving skills.

Peer Mentor Volunteer

Aug. 2023 – Apr. 2024

York University, Glendon Campus, 2275 Bayview Ave., Toronto, ON

- Assisted and guided more than 50 new students by offering personalized assistance and comprehensive information to meet each student's needs.

- Led engaging group discussions, ice-breaker activities, and workshops to acclimate new students to the university environment.
- Acted as a mentor and primary point of contact for new students, providing guidance and promoting involvement in clubs and extracurricular activities.
- Provided extensive information on campus facilities, services, emergency procedures, and resources, fostering a supportive student community.

Additional Information

- **Skills:** Communication, Organization, Strategic Planning, Negotiations, Customer Service, Administrative Systems, Problem Solving.
- **Interests:** Playing the piano, chess, Reading, Travelling, Learning new things.