**OluwaJuwon Olofe**

**Address:** North York, Toronto, ON  **Email:** [Oluwajuwon321@gmail.com](mailto:Oluwajuwon321@gmail.com)

**Phone:** (647) 625-7742 **LinkedIn:** [www.linkedin.com/in/oluwajuwon321](http://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 of the Faculty of Liberal Arts and Professional Studies governing body (SCOLAPS)
* Recipient of 2022-2023 Atkinson Students’ Association Bursary and Award.
* representative of the African Student Association (ASA)

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

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

**WORK EXPERIENCE**

**International Student Ambassador**  **April. 2024 – June. 2024**

*York University, Keele Campus, Toronto, ON*

* Assisted international students with their immigration processes, honing effective communication skills.
* Sent email reminders about course enrollments and orientation deadlines, enhancing proficiency in Microsoft Office tools like Teams, Outlook, and Excel.
* Organized and securely stored student information using Excel and Teams, ensuring safe information sharing among team members.

**Peer Mentor Volunteer**   **Aug. 2023 – April. 2024**

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

* Developed comprehensive orientation modules using PowerPoint and Office Word suite, facilitating new students' transition to college life.
* 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.

**Student Grounds Assistant**  **April. 2023 – Sep. 2023**

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

* Diligently maintained the aesthetic appeal and functionality of outdoor areas through proficient lawn mowing and precise trimming. Which required heavy lifting and pushing
* Executed vital plant maintenance tasks encompassing pruning, brush collection, tree removal, and meticulous planting techniques. Managed irrigation systems and ensure necessary repairs are made.
* Oversaw and conducted necessary repairs for irrigation systems, ensuring their seamless operation. Worked as a team with cleanup in garage space, mechanical rooms, etc.
* Actively participated in team efforts for garage space cleanup and maintenance of mechanical rooms, ensuring a tidy and organized environment

**Additional Information**

* **Skills:** Communication, Organization, Strategic Planning, Negotiations, Customer Service, Administrative Systems, Problem Solving, Keynote / PPT Presentation.
* **Certifications:** Certificate in Crisis Intervention from Safe Management Group, Diploma in Web Development from NIIT Technological Institute (2022), First Aid and CPR.
* **Interests:** Playing the piano, Reading, Travelling, Learning new things.

**COVER LETTER**

15/03/2025

RE: Application for Policy Analysis and Research Assistant #224957

Dear Hiring Manager,

I am excited to apply for the Policy, Analysis, and Research position at your organization. With a strong background in research, policy analysis, and data management, from my education in Law and Society, and other research positions, I am eager to leverage my analytical, technical, and communication skills to support your team’s initiatives.

Throughout my academic and professional experience, I have demonstrated the ability to collect, organize, and analyze data to inform policy decisions effectively. I am proficient in Microsoft Office applications, including Word and Excel, and have experience working with databases, conducting research, and summarizing complex information into well-structured reports and presentations. My strong evaluative and analytical skills allow me to conduct thorough data trend analysis, leading to insightful policy recommendations.

Additionally, I excel in communication and interpersonal skills. I have successfully prepared and documented findings, maintained detailed records, and provided clear and concise reports for both internal members and public audiences. My ability to respond to inquiries, collaborate within multi-disciplinary teams, and engage with diverse stakeholders ensures effective knowledge-sharing and decision-making processes.

I am highly organized, capable of managing multiple tasks, and adept at meeting tight deadlines. My problem-solving mindset, coupled with my initiative and adaptability, allows me to work independently or as part of a team in a dynamic environment. Furthermore, I am comfortable working in various settings, including field environments that may require travel and physical activity.

I am particularly drawn to this opportunity as it aligns with my passion for policy development and research-driven decision-making. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and dedication to customer service can add value to your team. Please feel free to contact me at 647-625-7742 or via email at [oluwajuwon321@gmail.com](mailto:oluwajuwon321@gmail.com).

Best regards,

**oluwajuwon**

Oluwajuwon Olofe