SIMISOLA ASEKUNOWO

*ADMINSTRATIVE SUPPORT SPECIALIST*

612-170 Chiltern Hill Road M6C 0A9 York, Ontario Phone: 514.827.5849

Email: [Simisolaasekunowo@yahoo.com](mailto:Simisolaasekunowo@yahoo.com)

LinkedIn: [www.linkedin.com/in/simisola-asekunowo-5bb04390/](https://www.linkedin.com/in/simisola-asekunowo-5bb04390/)

SA

**profilE**

**MA graduate in International Relations and Diplomacy,** recognized for a growing career interest in human rights, environmental policies and foreign relations. Equipped with with event coordination and administrative support, including presentation preparation, event scheduling, and travel logistics. Leveraging an extensive education in law with high quality customer service etiquette, efficient database management, detailed research practices, and confidentiality protocols to administer and allocate valuable resources, according to specific stakeholder needs and client criteria, within collaborative diplomatic environments.

**KEY SKILLs**

|  |  |  |
| --- | --- | --- |
| * Timeline-Oriented Event Coordination * Customer Query & Confidentiality Specialist * Data Organization & Cataloguing | * Conference & Seminar Experience * Travel Logistics and Scheduling * Workload & Priority Management | * Electronic Resource Advisor * Detail-Oriented Research * Collaborative Team Player |

**professional experience**

MEDISCA Pharmaceuticals Aug. 2018 – Till date **Customer Service Representative/ Regulatory Affairs Analyst**

* Manage and handle customer queries
* Document preparation and database maintenance
* Administrative tasks
* Regulatory and Approval processes
* Evaluation of applicable laws & regulations

|  |  |
| --- | --- |
| Paris Domestic Violence Group, Paris, France  ***Personal Assistant*** | Sept. 2016 – Jun. 2017 |

* Managed daily meetings, scheduling, and correspondence.
* Handled numerous administrative tasks including document preparation and database maintenance.
* Coordinated event logistics under strict timelines and budgetary restrictions.
* Research and information compilation

|  |  |
| --- | --- |
| Academie Diplomatique Internationale (ADI), Paris, France  ***Conference Assistant*** | Oct. 2014 – Dec. 2014 |

* Served as an information resource for conference guests while displaying the utmost respect for the confidentiality of communications between conference guests and the conference coordinators.
* Assisted conference guests with register procedures and responded on enquiries and concerns in a timely manner.
* Fulfilled various administrative functions.

|  |  |
| --- | --- |
| The Mona Bismarck American Centre for Art and Culture, Paris, France  ***Hostess & Assistant*** | May. 2014 |

* Greeted guests.
* Provided support for planning and co-ordination of events.

|  |  |
| --- | --- |
| University Of Buckingham Hunter Street Library, Buckingham, UK  ***Library Auxiliary*** | Nov.2012 – Dec. 2013 |

* Managed electronic information resource access, performed data cataloguing, and fulfilled related library duties.
* Advised students on available resources and ensured availability of library resources based on particular user needs.

|  |  |
| --- | --- |
| Marks and Spencer, Milton Keynes, UK  ***Customer Service Assistant*** | Dec. 2011- Feb. 2012 |

* Addressed customer service issues and requests.
* Monitored stock and maintained inventory.
* Handled cash transactions with customers.

**Education**

|  |  |
| --- | --- |
| **MA International Relations and Diplomacy**  The American Graduate School, Paris, France   * Modules: International Environmental Politics, International Public Law, Economics, Foreign Policy, Contemporary Sub-Saharan Africa, Conflict Resolution, Gender Militarization and War, Human Rights and Digital Technology Thesis subject - White Gold: How effective is International Law in regulating ivory trade? | 2014 – 2016 |
| **LLB degree in Law**  The University Of Buckingham, Buckingham, UK   * Constitutional Law * Commercial Law * Contract Law * Employment Law * Law of Trusts | 2011 – 2013 |
| **LLB degree in Law**  The University of Jos, Nigeria   * Human Rights Law * Constitutional Law * Logic and Philosophy * Sociology | 2008 – 2011 |
| **Achieved 8 GSCEs**  Federal Government College, Jos, Nigeria | 2002 – 2007 |

**AFFILIATIONS & CONFERENCE PARTICIPATION**

|  |  |
| --- | --- |
| **“Women & Development – 20 Years After Beijing: What Changed and What’s the Same” Conference**  Friends of Europe, Brussels, Belgium | Jun. 2015 |
| **“European Development Days” Conference**  Brussels, Belgium | Jun. 2015 |
| **Volunteer Advisor, NGO for Victims of Human Trafficking and Domestic Abuse**  HERA,France | 2014 – 2015 |
| **“Violence against Women” Conference**  American Graduate School, Paris, France | Nov. 2014 |
| **European Roma Rights Centre Conference**  Budapest, Hungary | Mar. 2014 |
| **Law Society Member**  University of Buckingham | 2011 - 2013 |
| **“No Peace Without Women’s Rights” Seminar**  Buckingham Law School | Apr. 2013 |
| **“The Emerging Landscape of Indigenous Rights” Roundtable Conference**  Buckingham Law School | Oct. 2011 |

**computer skills**

* Microsoft Office (Word, Excel, Access, Power Point, Outlook)
* Mac OS

**languages**

* English: High Proficiency
* French: Intermediate Proficiency