

Oluwadamilola Faleti

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Education

St. John's University, Queens, NY 2012-2016

Bachelor of Arts in International Relations, Expected May 2016

Minor: International Business

GPA: 3.85/4.0

Experience

Live Free Entertainment, Inc., Queens, NY August 2012-December 2014

Intern Manager/Personal Assistant

- Coordinated activities of other interns.
- Worked Closely with CEO to develop ways to move the company forward.
- Served as personal assistant to CEO and catered to both professional and personal needs.

Emerald Isle Immigration Center, Queens, NY

Volunteer March 2013

- Facilitated English lessons for immigrants who were practicing for the US Citizenship Test.
- Assisted immigrants with forms for medical insurance and surveys.
- Directed review of questions from practice citizenship test.

Platinum Supplies, Ltd., Lagos, Nigeria

Secretary and Customer Relations 2010-2011

- Organized company documents, including receipts and invoices.
- Filed Taxes
- Conducted inventories and placed orders for shipping.
- Created flyers to be distributed.
- Greeted customers and assisted them with their needs.
- Catered to both personal and professional needs of CEO. _

Skills

Computer: Proficient in MS Word, MS Excel, MS PowerPoint, and MS Publisher

Language: Fluent in Spanish, French, Portuguese, and Yoruba, learning Arabic. Has traveled extensively.

Creativity: Excellent visual artist, fashion design, graphic design.

Social Media: Extensive knowledge of Facebook, Twitter, Tumblr, Instagram, and WordPress.

Organization: Focus oriented, time driven, prioritization.

Activities

- Member of African Students Association