

**Joseph A. Omoyugbo**  
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## **EDUCATION**

John Jay College of Criminal Justice, CUNY  
BA Criminal Justice, Graduated: June 2015  
GPA: 3.3

## **EXPERIENCE**

John Jay College CUNY Service Corps- Department of Labor, Brooklyn, NY  
Intern (September 2013- April 2014)

- Assist clients with filing document for unemployment
- Guide clients on how to build up resumes and cover letters
- Scanned and faxed resumes
- Taught clients with little computer skills on how to do basic things on the computer
- Worked closely with managers in other departments on updating policies and procedures for client service.
- Resolved client complaints

CVS Pharmacy, New York, NY

Customer Service Representative, July 2012- September 2013

- Assisted customers with purchases and processed transactions
- Answered the telephone using appropriate greeting
- Restock and inventory duties as needed
- Completed minor in-store repairs
- Assisted pharmacy personnel when needed
- Reacted to potential shoplifters following company guidelines

Attorney & Counselor at Law, New York, NY

Intern (June 2011-August 2012)

- Worked with immigration attorney to support management of office
- Assisted lawyer with screening client calls
- Received and directed visitors
- Troubleshoot minor technical computer problems
- Scheduled client appointments and performed routine office work using basic clerical skills.
- Filed and processed immigration forms for clients.
- Created, processed, and tracked office supply orders

## **ACTIVITIES**

Redeemed Christian Church of God, Queens, NY.  
Assistant Financial Officer (September 2009- Present)

- Assist with the financial account, and collection and totaling of funds gathered weekly.

Redeemed Christian Church of God, Queens, NY.

Teen Youth Leader (September 2009- Present)

- Unite and mentor teenagers ages 12-17 to develop interpersonal skills and knowledge of human relations.
- Solved issues by encouraging, supervising, negotiating and consulting.

John Jay College of Criminal Justice, New York, NY.

- Active member of the Inter-varsity Christian Club
- Active member of the International Students Association
- Active member of the African Students Association
- Assisted disabled students to take notes in class.

## **SKILLS**

Proficient in Microsoft Word, PowerPoint, and Excel.