

Risikat Oshodi

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EDUCATION

Trinity Washington University

Bachelor of Arts in Business Administration; minor in Economics

GPA: 3.7/4.0

Honors/Awards: Dean's List (4 semesters), Horatio Alger Scholar, Trinity Global Leadership Award

Relevant Coursework: Business Statistics, Entrepreneurship, Financial Accounting, International Affairs, Managerial Accounting, Managerial Economics, Management, Marketing, Organizational Behavior

Washington, D.C.

Expected May 2017

EXPERIENCE

Sister Helen Sheehan Library

Library Assistant

Washington, D.C.

September 2013- Present

- Maintain patron records for proper usage of library materials through various software applications
- Enlighten patrons on how to navigate the library and its resources to increase patron productivity
- Instruct patrons on utilizing MS Office Suite and the Internet to complete tasks efficiently

Student Affairs, Trinity Washington University

President of Campus Activities Association

Washington, D.C.

September 2014-August 2015

- Acted as liaison for the student population and proposed student activities to Dean of Student Services with a 95% success rate
- Collaborated with local businesses and organizations to foster social engagement among student body
- Strategized and implemented various marketing techniques to advertise events to increase student participation rates

Office of Admissions, Trinity Washington University

Admissions Assistant

Washington, D.C.

Summer 2014

- Performed administrative support tasks such as operation of multi-phone line, filing of student data, mail merge, creation of labels for projects and mass mailings and inputting information into word processor and spreadsheet applications effectively
- Addressed the needs of prospective students and visitors to determine nature of visit and direct to appropriate destinations
- Generated check requests, mileage reimbursements and other related financial documents for staff members and submitted for approval to accounting office

ACTIVITIES , SKILLS AND INTERESTS

Student Ambassador: Trinity Washington University, Office of Admissions, May 2014- present

Activities: *The Record*, **PR/Marketing Chair**, Sept. 2013-present *Reading Partners*, **Tutor**, Oct. 2014- present

Language skills: English (fluent), Yoruba (conversational), Spanish (elementary)

Software skills: Proficient in MS Office Suite, Outlook, Google Docs and OneNote

Interests: Accounting, Human Resources, and Financial Services