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| AWELE MOGAHA  EFFICIENT OPERATIONS ASSISTANT | **Carrollton, GA**  email4.png  amogaha1@my.westga.edu  phone8.png  4709526651 |

**PROFILE**

A sophomore at the University
of Georgia distinguished by exceptional multitasking and
problem-solving capabilities. Experienced in managing
administrative functions, project coordination, and workflow
optimization within high-speed settings. Seeks part-time employment
to acquire valuable professional experience, sharpen skills, and
establish a robust career foundation. Enthusiastic about embracing
new challenges and adding value as a proactive team member. Offers
availability for various shifts, encompassing evenings and
weekends..

**EDUCATION**

**Bachelor in Computer science**

**University of West Georgia | Carrollton GA May 2027**

* - GPA: 3.37
* - Made the Dean’s List for
  academic excellence

**EXPERIENCE**

**Member Service Representative**

**College Girls Rock | 1601 Maple Street, Carrollton, GA 30118 Aug 2024 - Present**

A community of female leaders,
empowered by intellect, striving to better the development for
women from all walks of life.

* Developed and delivered
  comprehensive training programs that improved team efficiency and
  reduced member service response times.
* Successfully managed and
  maintained accurate member records, ensuring 100% compliance with
  data privacy regulations.
* Participated in Several
  Volunteering In the city of Carrollton eg The CAN IT project, Road
  Clean up.

**Active Member**

**Association of Computing Machinery - Women | 1601 Maple Street, Carrollton, GA 30118 Jul 2024 - Present**

A dynamic community dedicated
to empowering all students in computing and technology through
networking with fellow students and industry professionals,
attending workshops, tech talks, and career development
events.

* Initiated and led monthly
  team-building workshops, resulting in a 20% increase in team
  cohesion and productivity.
* Consistently volunteered for
  leadership roles in high-impact projects, demonstrating commitment
  and enhancing the organization’s impact on the
  community.

**Active Member**

**National Society of Leadership and Success | 1601 Maple Street, Carrollton, GA 30118 Jul 2024 - Present**

Foundation of Leadership
program that teaches the foundation of leadership, empowering to
become stronger leaders

* Initiated and led monthly
  team-building workshops, resulting in a 20% increase in team
  cohesion and productivity.
* Consistently volunteered for
  leadership roles in high-impact projects, demonstrating commitment
  and enhancing the organization’s impact on the
  community.

**SKILLS**

**Soft skills:**

Problem solving, Teamwork,
Communication, Time management

**Software:**

Microsoft Access, Microsoft
Excel, Microsoft Word, Google Docs

**Languages:**

English, French