Oluwadamilola Orolugbagbe

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I am a third year international student seeking a part-time position in the field of sales and customer service, where I can apply my knowledge and skills for continuous improvement

SKILLS

- Proficient in MS Office (Word, Excel etc.), Adobe CS, Google Suite, Canva
- Java, Javascript, HTML, CSS, SQL, R
- High functioning in stressful environments
- Report writing and presenting
- Critical thinking skills
- Excellent communication skills
- Strong interpersonal skills
- Proactive and self-motivated
- Fluent in English

WORK EXPERIENCE

York University   **Aug 2023 - Jan 2024**
Bookstore Customer Service & Distribution Assistant

- Processed customer transactions accurately using the bookstore's point-of-sale system.
- Maintained a clean and organized work environment for positive customer service
- Updated and maintained accurate inventory records using management software
- Prepared and packaged orders for online and in-store customers

Nutcracker Sweet INC.   **Nov 2022 - Dec 2022**
Warehouse Assembler

- Sorted and placed baskets on shelves according to predetermined sequence.
- Removed physical refuse and debris and organized tools to maintain safe work environment.
- Used prototype basket to complete product according to specifications.

Puma   **Oct 2019- Aug 2020**
Sales Associate

- Kept up with store discounts, exchange restrictions, payment laws and security.
- Helped customers find specific products, answered questions and offered product advice.
- Engaged customers in friendly, professional dialogue to determine needs.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.

IDC FARMS LIMITED   **June 2018- Aug 2018**
Office Assistant

- Answered phone calls and welcomed visitors to office.
- Collected payments, issued receipts and updated accounts to reflect new balances.
- Dispersed incoming mail to correct recipients throughout office.

EDUCATION

YORK UNIVERSITY | 2021-2025

Bachelor of Arts, Major in Information Technology