**Sophie Osunkoya**

New York, NY | Perry Hall, Maryland | (443) 730-4051| oso2015@nyu.edu

**EDUCATION**

**New York University,** **College of Arts and Sciences,** New York, NY September 2022 - May 2026

Bachelor of Arts, Computer Science, and Economics

Overall GPA: 3.64

**Perry Hall High School**, Perry Hall, MD     Sept. 2018 – June 2022

**EXPERIENCE**

*Judicial Intern,***District Court of Baltimore,** Baltimore, MD. May 2023– August 2023

* Analyzed and synthesized complex case facts, contributing to comprehensive understanding.
* Provided insightful case perspectives, enhancing effective decision-making.
* Developed strong analytical skills crucial for detailed case assessment.

*Swim Instructor/ Party Coordinator,***Merritt Athletic Clubs,** White Marsh,MD June 2022– August 2022

* Managed the coordination of approximately 100 children's birthday parties, emphasizing meticulous attention to detail and creating memorable experiences for families by prioritizing their wants and needs.
* Collaborated with team members to optimize customer satisfaction, highlighting strong interpersonal and communication skills in a team-oriented environment.
* Instructed children in developing swimming skills and ensuring safety during lessons, demonstrating effective teaching methods and the ability to provide a secure learning environment.

*Digital Media Intern,***Chesapeake Gateway Chamber of Commerce,** Baltimore, MD. October 2021– May 2022

* Developed data-driven digital advertising strategies for chamber member companies, showcasing proficiency in leveraging analytics for targeted marketing.
* Coordinated and executed corporate events to promote local businesses, demonstrating organizational and project management skills.
* Managed customer satisfaction by employing effective communication and problem-solving skills, enhancing the overall experience for chamber members.
* Successfully attracted new businesses to join the Chamber, showcasing persuasive communication and negotiation abilities, while ensuring timely payment of dues.

*Business Development Intern,* **The Bulb Africa,** Virtual June 2021– October 2021

* Formulated compelling business proposals to attract prospective clients, demonstrating strategic thinking and persuasive communication skills.
* Collaborated closely with the business development and technology team, gaining insight into the intersection of business strategy and technology.
* Generated comprehensive reports tracking the growth and development of various businesses, showcasing analytical and reporting abilities essential for financial analysis.

**LEADERSHIP ACTIVITIES**

**NYU Presidential Honors Program Scholar** May 2023 – Present

* Orchestrated community service initiatives as a Presidential Honors Scholar at NYU leading impactful projects for local benefit.
* Facilitated academic and career development workshops, providing guidance for fellow scholars in study strategies and career planning.
* Advocated for the promotion of academic and research pursuits within the Presidential Honors Scholar program, celebrating scholarly achievements.
* Contributed to collaborative leadership efforts, planning, and executing events to enhance the academic and social experience for scholars

**Second Year Leadership Institute**  May 2023– Present

* Spearheaded transformative community projects in the Second-Year Leadership Institute by translating semester-long research into impactful development initiatives.
* Coordinated strategic community service projects, advancing the institute's mission of developing leadership skills and fostering community engagement.

**Deans Service Honors Corp,** *President’s Mentee,*September 2023 – Present

**BIPOC legal Society,** *Director of Communications,*September 2023 – Present

**SKILLS**

**Computer**: Proficient in Excel, Word, PowerPoint and Python

**Language**: Proficient in Spanish; Proficient in French

Sophie Osunkoya

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4437304051

January 11th 2024

Dear Miss Merlyne Jean-Louis,

I hope this letter finds you well. My name is Sophie Osunkoya and I am a sophomore majoring in computer science and economics at New York University. I came across the Virtual Assistant position at Jean-Louis Law and was excited to express my interest. With a solid background in administrative roles, I believe my skills align well with the needs of your team.

In my past role as a Judicial Intern at the District Court of Baltimore, I navigated through complex case facts, offering valuable perspectives and enhancing my analytical skills that I believe would be valuable to this position. Similarly, my time as a Digital Media Intern at the Chesapeake Gateway Chamber of Commerce allowed me to develop digital advertising strategies and proficiency in analytics.

Additionally, I have experience in using electronic document management systems, proofreading, and maintaining high standards, which I believe will contribute to the smooth functioning of your team. My knack for multitasking and prioritizing tasks has been well-honed, making me equipped for project management responsibilities and analysis of case files. My communication skills, showcased as the Director of Communications for the BIPOC Legal Society, prepare me for client interactions and working with attorneys. I thrive in both independent and collaborative virtual settings, honed during my remote internship experiences.

Viola Davis is a personal inspiration. Her ability to carve her own path in the entertainment industry resonates with me, and I hope to do the same in the legal field as a young, Black, first-generation African immigrant specifically through my commitment to inclusivity and minority advancement within these highly secluded industries.

I'm enthusiastic about the prospect of contributing to Jean-Louis Law and working alongside a fellow NYU alum that has achieved success that I would hope to emulate in the future. Thank you for considering my application. I look forward to the opportunity to discuss how my experiences can be an asset to your team.

Sincerely,

Sophie Osunkoya

References include:

Judge Hernandez- Former Employer- 3059795779

Sharon Kihn-Former Employer- 4106277076

Amira Pierce- Former college Professor- awp201@nyu.edu