

Victoria Olakojo

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Objective

This resume serves as a record of academic and extra curricular involvements

Experience

OFFICE ASSISTANT, RICH HALL; BOSTON, MA – 2014-PRESENT

Completing general office tasks and special projects such as filing, answering the telephone, signing out items to residents, and communicating to residents via email.

YOUTH DEVELOPMENT PROFESSIONAL, BOYS AND GIRLS CLUB; HARTFORD, CT – 2013-2014

Developed inner city youths through the Summer Fun Club program. Lead daily camp activities. Completed paper work. Communicated with parents. Supervised junior staff.

STUDENT LEADER, BANK OF AMERICA; WASHINGTON, D.C. – JULY 2013

Molded leadership skills and forged the spirit of service through seminars, workshops, and inspirational talks.

GROUP LEADER, NEW BRITAIN PARKS AND RECREATION; NEW BRITAIN CT – JUNE 2012-AUGUST 2012

Lead a group of campers through an outdoor camp experience. Conducted daily camp activities to match the theme of the week. Completed paper work to document injuries and disciplinary issues. Communicated with parents. Administered first aid.

Education

Boston University, Boston, MA – B.S.B.A., Business Administration and Management, 2017

University of Hartford, Hartford, CT- Non-matriculating, 2012-2014

University High School of Science and Engineering- High School Diploma, 2014

Clubs

BU Global Business Brigades, BU Afrithms Dance Troupe (under African Student Organization), BU Ballroom Dance Club

Skills

Microsoft office, iWorks; **Languages** (reading and writing proficiency): English, Spanish, Yoruba **Instruments:** Piano, Violin