

Victoria Olakojo

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EDUCATION

Boston University, Boston, MA

May 2017

Bachelor of Science Business Administration and Management

Activities: Boston University Global Business Brigades: club member; Boston University African Students Organization: Dance Coordinator; Boston University Black Business Student Association: Social Media and Communications Liaison

WORK EXPERIENCE

Boston University, Orientation

March 2015-Present

Program Advisor

- Registering incoming students and parents for summer orientation
- Communicating with individual schools/colleges within the university, parents and students about orientation
- Implementing orientation program by checking guests in, leading parents/students through tours and other forums, and answering questions about the university
- Connecting personally with parents and students through dinners, receptions, and more

Boston University School of Law, Boston, MA

Feb. 2015-May 2015

Mail Room Assistant

- Greeting students, professors, and other visitors that enter the office
- Sorting mail, assembling course evaluation packets, attaching grades to student records, and filing student records

Rich Hall, Boston, MA

Sept. 2014-May 2015

Office Assistant

- Completing general office tasks, such as filing and creating boards, signing out items to residents, and providing general information to office visitors
- Developing communication skills through phone calls and interactions with students, facilities, and administrators

Boys and Girls Club, Hartford, CT

June 2014-Aug. 2014

Youth Development Professional

- Developed urban youth through the Summer Fun Club; led triple-play activities, all girls reading circle, talent show rehearsals, and conflict mediations
- Completed paperwork to account for campers, communicated with parents, and supervised junior staff

Parks and Recreation, New Britain, CT

June 2012-August 2012

Group Leader

- Led outdoor recreational activities and cheers to entertain campers, supervised during swimming lessons and free swim
- Choreographed the winning talent show dance

LEADERSHIP EXPERIENCE

First Congressional Youth Cabinet Hartford, CT

Nov. 2012-June 2014

- Represented the opinions of Hartford youth on education, health care, safety, and equality
- Worked with Congressman Larson and other youth representatives to create a document about the status of youth and children in the 1st district, later presented the document in D.C. to the Democratic Caucus
- Spoke at a Call to Action event at Harriet Beecher Stowe Center about health disparities and how to combat them during pre-collegiate education
- Spoke at a town hall meeting about the need for safety and gun regulation after the shooting at Sandy Hook

Bank of America, Boston, MA

June 2012-August 2013

Student Leader

- Interned at Boys and Girls Club; learned the in-and-outs of running a non-profit
- Attended week-long leadership summit to partake in workshops centered on community service, financial literacy, and social issues; benefited from guest speakers like David Hume Kennerly, Barbara Bush Jr, and Barbie Izquierdo

SKILLS

Computer: Microsoft Office Word, PowerPoint, and Excel

Language: Fluent Spanish, Conversational Yoruba