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| Adekunle akande · 214-462-7216Instagram: a.k.universeadekunleakande@outlook.com |
| Flexibility, Perseverance and Adaptability is key to our success |

# Experience

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| Jan 2015 – jan 2016sales associate, sears roebuck and co. Phillipsburg, NjProvided excellent customer relations and services while assisting in sales and answering questions about products, services, and merchandise. Operated a cash register for cash, check and credit card transactions with speed and accuracy.Stocked merchandise, clean and organize the store for easier customer experience |
| february 2016 – may 2016team member – delivery expert, dominos pizza, washington, NjTeam members help operate the pizza delivery chain. Job duties include taking phone calls, filling orders, making pizza and completing delivery and carry transactions with expediency. Cleaned store upon opening and closing. Handle heavy and stressful environment.January 2015 – june 2016FITNESS center operator, RARITAN VALLEY COMMUNITY COLLEGEManaged the fitness center, in taking members day in and day out. Provided excellent customer service. Trained athletes and others to achieve peak fitness goals. Supervised five employees.Oversees the daily operations of the fitness facilities, coordinates clients for all trainers, floor staff and any other special programming through the fitness center. Assists with handling the Group Fitness program. In addition, provides individual fitness assessments, exercise programming and one-on-one instruction for special and apparently healthy populations within the Fitness Center.July 2016 – presentactive duty military, paralegal specialistProvides support and assistance to Judge Advocate Generals (Attorneys), in forms of customer service, by providing legal assistance to Retirees, DOD Contractors, Active Duty Airmen and their family members. Manages and performs legal functions within statutory guidelines and the Air Force Rules of Professional Conduct. Performs paraprofessional tasks including, but not limited to, legal research, writing, analysis interviewing and discovery management in the areas of administrative law, military justice, operational law, claims, and office management. Supervises the administration of legal services and court-reporting. Coordinate with locals and in some cases international personnel with jurisdiction and judicial coordination. |

# Education

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| june 2016a.a.s. sports management, raritan valley community college3.6 Grade Point Average (G.P.A), International Student/Student Body Committee. Dean’s List.august 2017 – august 2019toastmaster internationalPublic speaking skills, Storytelling, speech structuring and communications |
| november 2016 – 2019b.s. sports management and marketing, CUM LAUDE, american military university3.6 Grade Point Average (G.P.A), Business Committee, Dean Listjanuary 2020 – february 2020airman leadership school, DYESS AFB, Texas |

# Skills

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| * Communication
* Ability to Work Under Pressure
* Military Training
* Problem Solving
* Creativity
* *Proficient in Microsoft Office including Excel and PowerPoint.*
* Excellent written and verbal communication skills.
* Efficient
* Customer Service
* Management
 | * Time Management
* Self-Motivating
* Conflict Resolution
* Adaptability
* *Excellent editing skills.*
* Analytical
* Responsible
* Quick Leaner
* Flexible
* Detail-oriented
* Microsoft 365
* Supervisory
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