**Adebukola Onibokun**

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***Personal Statement***

A Law with International Development student with strong organisational ability. I am able to work closely with others in a team environment. As a people person, I find it easy to assist customers. I am new in the sales sector and my experience consist of working on the floor, stocking and at the till. I am currently looking for a part time role in retail or a customer services environment.

***Education History***

**Maynooth University, Kildare (2016-present): BCL (Hons) in Law with International Development**

* Majored in Law.
* Minored in International Development.
* Member of The Purpose Movement.
* Member of SU student council.

**Colaiste Pobail Setanta, Phibblestown (20011 – 2016): Six Honours in the Leaving Cert (Including Maths and English)**

***Core Skills***

* Interpersonal skills.
* Customer service.
* Mentoring and coaching.
* Coordinating documents.
* Knowledgeable in computer software.
* Strategic planning.
* Networking skills.
* Checking quotes.
* Oral and written communication.
* Creativity.
* Communication.
* Time management.
* Knowledge of Microsoft Outlook, Excel, PowerPoint and Word.
* Good literacy and numeracy skills.
* Driven to achieve sales goals.
* Outstanding verbal communication skills which enable me to provide excellent customer satisfaction.

***Experience History***

**Gorta Self Help Africa***- volunteer sales assistant*

December 2018 – present

136 Capel St,

North City,

Dublin,

Ireland.

* Provided excellent customer service to cultivate loyalty and satisfaction.
* Engaged with customers in a sincere and friendly manner.
* Completed all daily tasks and special assignments with an efficient and quality-driven approach.
* Stocked and replenished merchandise according to store merchandising layouts.
* Used time efficiently when not serving customers, including folding clothes and cleaning out fitting rooms.
* Completed all cleaning, stocking and organizing tasks in assigned sales area.
* Greeted customers in a timely fashion, while quickly determining their needs.

**Helium Arts**  *- children's arts and health organisation*

Novemeber 2018 – Present

28 Pearse Street,

Mullingar,

County Westmeath,

Ireland.

* Helium Arts is Ireland’s only children’s arts & health charity which support children facing lifelong medical conditions to let their creativity shine.
* This role involved volunteering with young children ranging from 2-13.
* I help out at events when volunteers are required.
* I volunteer at Art Source which is Ireland’s premier art fair and is the most exciting art event of the year. It features 175 Irish and international artists.
* I was required to help the children to make mask and badges.
* I was involved in the supervision of the children while they partook in the creative activities.
* I had to work as part of a team.
* I also volunteered at a Dublin Flea Christmas Market with the origination which took place from the 13th-16th of December 2018.
* I hope to continue volunteering with them in the future.

**Purpose Movement**  *- secretary of society*

October 2017 – Present

National University of Ireland Maynooth,

Maynooth, Co Kildare,

Ireland.

* Wrote and edited professional correspondence, memoranda and emails.
* Obtained all necessary information to facilitate the assessment process in a timely manner.
* Greeted and registered members.
* Scheduled all appointments, appearances and briefings.
* Executed time sheet reconciliation and created weekly announcements.
* Prepared documents in Word and Excel.
* Created files, reports and records.
* Assisted co-committee members with special tasks on a daily basis.
* Taking minutes for committee meeting as well as event meetings.
* Communicate that which is decided at the committee meeting to the members.
* Work as part of a team that determined what is needed to be done next.
* Train other members of the committee to fulfil their roles and take over my role.

**GFM Glory House***- choir leader*

March 2012 – Present

Unit 4D,

Rosemount Industrial Estate,

Business Park,

Ballycoolin,

Dublin 11.

Ireland.

* Facilitated group sessions and provided one-on-one support.
* Maintained safety and security of all youth under care.
* Sing and lead as part of my church choir.
* Distribute different role and parts for Sunday service.
* Call and organize practices and meeting.
* Act as a communication link between the singer and instrumentalist.
* Make sure everyone is doing their best and everything is running smoothly.
* Find my song to sing and lead some of the service performances like the special number.
* Recently started training other choir members to taking on leadership positions.

**Angels paradise**  *- crèche*

February 2015 – March 2016

65 Hansfield, Castahearney,

Little Pace, Clonee,

Dublin 15

* Work experience role.
* Maintained a child-friendly environment with access to outdoor activities.
* Allowed for ample outdoor recreation time.
* Incorporated music and play into developmentally appropriate activities.
* Engaged with children on an individual basis in a pleasant manner.
* Established a safe play environment for the children.
* Encouraged good behaviours using the positive reinforcement method.
* Encouraged children to be understanding of and patient with others.
* Undertake all the duties required of me to ensure the right to confidentiality of the staff, careers and children involved in the crèche.
* Involved teaching young children of three to four years old.
* Planned lessons that applied to all abilities.
* Involved in the planning, organization and supervision of appropriate play activities and creative activities.
* Interacted and communicated with children. I have to keep records of the student results attendance.
* Work as part of a team that determined what the children needed.

***Hobies and Interest***

I like to be active because it helps me maintain a high level of energy at work. I enjoy playing basketball and tennis. I love to sing and dance. I like listening to music. I enjoy reading and writing poetry and stories. I love to read and watch TV shows and movies. I am really into travelling even though I do not do a lot of it as well as taking photographs of beautiful landscapes. I am very interested in computers and enjoy working with them. I love fashion and I have my own unique sense of style. I am very keen on socializing even though I can be shy which can be seen in my church involvement and volunteering history. I like to keep updated on the latest news by reading news articles.

***Additional Information***

I like to remain active because it enables me to maintain a high level of energy at work. I enjoy playing football and basketball. I also ensure that I keep up to date with the latest developments in the retail sector by reading industry publications.

**Volunteering**

* Helium Arts (events assistants).
* My Sisters Keeper (Big Sister Little Sister).
* The Purpose Movement Organisation (committee member).
* Gorta Self Help Africa (sales assistant).

***References Available Upon Request***