**TOYIN OLUJUMU**

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**EDUCATION**

**Towson University** – GPA: **3.6** *Towson, MD*

Bachelor of Science in Information Technology *Expected May 2024*

**WORK EXPERIENCE**

**Office of Technology Services (Towson University)** *Towson, MD*

*Blackboard Student Administrator October 2022- Current*

* Answer live chat from students or faculty while assisting them with solutions for their Blackboard related issues.
* Actively standing by to answer phone calls from faculty or staff to assist them with Blackboard related questions
* Construct necessary documentation for Blackboard related self-help documents
* Learned Blackboard Original and Ultra LMS to support student and faculty questions

**Wegmans** *Crofton, MD*

*Customer Service Team Member July 2021- Current*

* Provided exceptional customer service with a professional, kind and patient attitude
* Performed quality checks of inventory, ensuring damaged or expired items were marked and properly disposed of
* Received Wegmans $4000 merit scholarship sponsoring employee growth and development

**Panda Express** *Capitol Heights, MD*

*Cashier August 2020 – April 2021*

* Warmly greeted customers and handled payments through a POS system fulfilling over 1000 orders per shift
* Operated drive thru services including taking orders, managing payment, and delivering food in a swift and effective manner
* Maintained clean and organized dining areas and workstations by regularly sweeping, mopping, stocking supplies and disposing of garbage

**Target** *Bowie, MD*

*Customer Service Team Member October 2019- February 2020*

* Constructed and packed 500-1000 boxes per shift and fulfilled orders, carefully adhering to store policy and procedure
* Organized, labeled, and processed over 3,000 items of inventory daily considering various shipment schedules
* Cooperated with team to uphold smooth operations and procedures during high-volume rushes

**LEADERSHIP & INVOLVEMENT**

**Sister Scripters** *Towson, MD*

*Member September 2022 – Current*

* Attend meetings, information sessions and participate in coding workshops to improve programming skills
* Connect with other members through Slack to discuss personal, professional, and academic goals

**Students Achieve Goals through Education** *Towson, MD*

*Member September 2022 – Current*

* Attend meetings and participate in breakout sessions that stimulate thought provoking conversations, creativity, and academic achievements
* Connect with mentor on a weekly basis to discuss semester goals, do study sessions and relate with one another

**Harvest Intercontinental Church** *Olney, MD*

*Youth Leader June 2018 –October 2021*

* Collaborated with counselor team to create fun and engaging monthly activities such as bonfires, move nights and group sessions
* Oversaw and coordinated fundraising events that raised over $25,000 for annual youth conference
* Scheduled and directed weekly meetings with over 50 people

**SKILLS**

* **Programming:** Java, C++,
* **Software:** Excel, MS PowerPoint
* **Operating Systems:** Mac OS, Linux, Windows 10
* **Soft Skills:**Flexibility, Teamwork, Communication, Critical Thinking, Delegation