



# Ayomide Adenuga

## Professional Summary

Zealous and energetic student Intern and seasoned volunteer with success assisting organizations with service delivery and fundraising events .

Also, a well- trained individual offering outstanding telephone etiquette, technology , social media and interpersonal skills with past experience working with children and elderly people.

A Purpose-driven professional who excels in organization and public relations and consistently maintains professional appearance and attitude when representing an organization to propel an image that is punctual and dedicated to service.

## Work History

### Brock University - Student Volunteer

St.Catharine, ON

03/2022 - Current

- Helped with administrative support by managing incoming calls, coordinating files and sorting mail.
- Developed and updated student and employee files, maintaining confidentiality at all times.
- Gained operational knowledge and supported departmental needs.
- Took detailed meeting minutes, prepared meeting rooms and compiled paperwork to support department.
- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs.
- Maintained excellent customer service and positive attitude towards guest, customers and fellow teammates.

### Start Me Up Niagara Center - Voluntary Worker

St.Catharines, ON

10/2021 - 02/2022

- Helped with daily tasks that included serving food, coffee, sanitizing tables, interacting with clients.
- Greeted visitors, answered questions and assisted with individual needs or requests.
- Assisted with daily event coordination and on-site support.
- Tracked volunteer hours in spreadsheets.
- Maintained clean, neat and operational facilities to serve program

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📍 St. Catharines, ON L2S3A1

## Education

Expected in 06/2025

### Brock University

St. Catharines, ON

Bachelor of Science: Medical Sciences

06/2021

### Southern Ontario Collegiate

Hamilton, ON

High School Diploma

## Skills

- Operations support
- Telephone etiquette
- Administrative support
- Research and Analysis
- Time management
- Communication,
- Critical thinking
- Team collaboration

needs.

- Supported program leaders with administrative support duties
- Served on advisory boards and committees to boost program planning and administration
- Spoke with community organizations to boost outreach and highlight programs successes

### **Grenville Schools - Volunteer Sport Activities Coordinator**

Lagos, Nigeria

03/2020 - 06/2020

- Handled inter-house sporting events, organized regular sports meetings, took minutes during sport meetings
- Recruited and trained students to exhibit exceptional behaviours by improving the house points system.
- Built trust with students and coaching staff by being courteous, respectful, responsible and professional at all times.
- Empowered sports members to independently maintain strict safety standards.

### **Chevron Nigeria Limited - Medical Intern**

Lagos, Nigeria

07/2018 - 07/2019

- Completed daily rounds to check on patients and identify any reasons for concern.
- Wrote reports on clinical routine and reported to my superiors with said information
- Wrote detailed and professional progress notes on each patient, outlining notable events and examinations findings.
- Collected labs and test results on patients and assisted patient medication administrations using various methods such as intravenous, intramuscular, oral, subcutaneous and pulmonary.
- Organized and attended clinical meetings every morning.
- Built strong foundation in medical practice by contributing to different areas of patient care and administrative practice.