

Babalola O Ogunbiyi

SAGE Scholar

PROFILE: Versatile and resourceful contributor with excellent interpersonal skills. Highly motivated self-starter with great problem resolution skills who has demonstrated ability to successfully organize and collaborate with diverse work groups.

SKILLS/ABILITIES:

- Great Multi-tasking, Organizational, and Time Management skills
- Excellent Customer Service & Communication skills
- Attentive to detail

EDUCATION:

- **University of California, Berkeley**
Bachelors of Arts, Environmental Economics & Policy, Minor: Global Poverty & Practice May 2010

RELEVANT COURSEWORK:

- Microeconomics
- Macroeconomics
- Calculus
- Statistics
- Introduction to Business

APPLICATION & KNOWLEDGE:

MS Word, Excel, PowerPoint, Access, MS Outlook, Windows 98, Windows XP, Internet Explorer most email programs.

PROFESSIONAL EXPERIENCE:

July 03- Present East Oakland Community Projects – Youth Advisor

- Facilitate group process meetings
- Supervise young adults in a transitional living program
- Ensure that chores are completed & rooms are clean and orderly
- Enforce program rules, follow level System and consequence protocol

July 02-July 09 La Cheim Residential Treatment Centers – Associate Manager/Supervisor

- Supervised both counselors and residents of a level 14 group home
- Conducted interviews for newly hired counselors and evaluated current employees
- Served as primary liaison between the group home and Community Care Licensing
- Supervised late night counselors and facilitated team meetings and clinical supervision
- Served as primary contact with placement agencies, law enforcement, medical/emergency personnel, and client family members

Jan. 04-Dec 07 Merritt College – Mathematics and Economics Tutor

- Created practice problems and quizzes for students
- Implemented strategies to accommodate alternative learning styles
- Gave one on one tutoring to students for pre-collegiate, Math and Econ courses
- Attended staff meetings and monthly training sessions focused on skill development
- Researched and designed learning materials to assist students in meeting academic goals

Dec. 97- Apr 02 Ultima Medical Center – Medical Records Clerk/ File Clerk

- Provide patients with their medical records upon request
- Assemble, organize, and file discharged patient records in terminal digit order
- Assisted in patient registration and appointment setting for new and existing patients
- Identify and recommend to Management suggestions to improve current departmental processes

AWARDS, HONORS & ACHIEVEMENTS

Member, SAGE Scholars Program