

Idris Oyelaja

Student

Toronto, ON

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Skills

- Able to learn quickly, follow directions, and complete repetitive tasks.
- Able to multitask.
- Strong interpersonal communication and customer service skills.
- Speak fluent in English.
- Proficient in Word, Excel, PowerPoint

Work Experience

The Liquor Control Board of Ontario – Warehouse Worker

June 2022 – Till Present

- Pick, assemble, and prepare pallet orders for customers in a timely manner.
- Physically able to load and unload cases of beer, wine, spirits, and cider that weigh 40lbs.
- Required to stand for lengthy periods of time with repetitive movement such as reaching, bending, twisting, and walking.
- Cleaning up accidental spills to be safe.
- Manually unload cases of product from containers and trailers.

Elections Ontario – Information assistant

June 2nd, 2022

- Ensured the voting location is free of any partisan campaign materials.
- Greet electors at voting location and request they have proper identification ready.
- Ensured the voting location is accessible to the electors, assist with accessibility requirements.
- Assisted electors with disabilities, if required.
- Assisted electors at the voting location and provided them with instructions and directions.
- Assisted poll officials in shutting down the voting location, including removing all posters and signs after closing on the last night of advance polls.

H&R Block Canada- Client Service Professional

March 2022-May 2022

- Schedule client appointments for service with Tax professionals.
- Helped a large volume of customers every day with a positive attitude and focused on customer satisfaction.
- Executed and devised business development strategies to attract and acquire new clients using content marketing, cold-calling, and networking.
- Kept meticulous records of all client conversations installing new data into the computer system each day.

- Participate in regular training and workshops to keep up to date on all company products and services.

Education

George Brown College, Toronto Ontario – Post secondary institute – Computer Programming and Analysis