

OBALOLA MOJEED

Chicago, IL | obalolayomi@gmail.com

OBJECTIVE

Results-driven professional, seeking to leverage strong leadership and teamwork skills to contribute to efficiency and excellence in Information Technology (IT).

EDUCATION

Malcolm X College	Chicago, IL
Advanced Certificate in Nursing	Expected Dates: May 2027
Basic Certificate in BNA	August 2025

Relevant Classes

Kennedy King Community College	
Communication & Website design 102	December 20, 2024
Malcom X Community College	
Leadership and Team management	August 26, 2024

WORK EXPERIENCE

Iguana Bistro and Cafe	March 2022 - Present
Kitchen Staff	

- Contributed to the smooth operation of the kitchen,
- Ensured timely food preparation and delivery –
- Collaborated with kitchen team to maintain high standards of food quality and presentation

Comfort Keepers	June 2022 - March 2023
Caregiver	

- Provided personalized care and support to clients, ensuring their physical and emotional well-being
- Assisted with daily living activities as we promoted independence and dignity
- Developed client assessment and care planning

MTN Nigeria	May 2020 – February 2022
Virtual Assistant	

- Strong communication and customer service skills.
- Utilized technical skills to provide administrative support.
- Proficient in Microsoft Office/Google Suite, email management, and data entry.
- Experienced in social media management and online research.
- Utilized online tools and software to streamline workflows
- Communicated with clients via phone, email, and video conferencing

CERTIFICATIONS

American Heart Association – BLS Provider	5/15/2025
IL Department of Public Health - CNA	09/21/2024
DCFS – Mandated Reporter Training	09/30/2024
Front and Backend web development certificate	October 2021

SKILLS

Supervision - Leadership - Effective Communication (written and verbal) - Computer Skills - Collaboration
-Teamwork - Interpersonal Skills - Time Management - Delegation