*Selective Executive Summary*

An experienced bilingual (French, English) Administrative Assistant and Creative Writer with a strong background that includes writing, editing, proofreading, multi-media presentations, public speaking, solid telephone presence, polished demeanor, and the ability to interact easily with individuals of all statuses. Software skills include complete mastery of MS Office, WordPerfect, various database programs, and Photoshop. Mr. Jegede is seeking a position which will leverage his skill sets to enhance the effectiveness of an executive’s or company’s communications both internally and externally.

*Selected Accomplishments*

* ***Launched*** a new reimbursement system for the Adolescent Wellness Program (AWP) that simplified the process, saving time, encouraging better staff accountability resulting in less unnecessary expenditures.
* ***Wrote and delivered*** speeches to update the Boston Public Health Commission on the state of the AWP program in order to maintain state grant funding.
* ***Created and presented*** six separate slideshow presentations at community gatherings, oriented towards recruiting new youth program members at Mount Zion UMC
* ***Illustrated*** brochures and informational materials to promote the church youth program at Mount Zion UMC
* ***Wrote and published*** book of poetry called Pursuing the Sunrise.
* ***Edited******and delivered*** updated policy standards for each department within the M.I.T Medical Center.

*Professional Experience*

Tecknomic Security, LLC, Washington, DC

 ***Security Officer***

* Provided attentive security for elementary charter schools and buildings under renovation
* Protected the faculty and responded to any crisis affecting the students
* Notified cleanup crew of any spills or other hazards to students and faculty

Macy’s Department Store, Annapolis, MD 2013

 ***Sales Associate***

* Enhanced shoppers experience by assisting them with locating desired merchandise
* Lifted, moved, and sorted merchandise to restock shelves
* Checked out customers at the register; processed payments and issued receipts
* Reconciled the register at the end of shift; assisted new associates with the procedure

Creativerses, Washington, DC 2010 – present

 ***Owner/Writer***

* Wrote book of inspirational gospel poetry called “Pursuing the Sunrise”
* Set up website for distribution of the book and promotion of other writers
* Edit and proofread manuscripts
* Use technical writing experience to restructure manuscripts as necessary

Mount Zion United Methodist Church, Lothian, MD 2008 – 2010

 ***Youth Director***

* Restructured youth ministry by implementing a new strategy for reaching youth in the vicinity
* Supervised all middle and high school education; trained all the teachers using a contemporary, relevant curriculum
* Deepened parental relationships by increasing their participation and keeping them informed through texts, emails, and website comments
* Drew local youth ministers together to do large joint summer revivals, planning luncheons, and high school evangelistic actions
* Developed creative ways to engage youth, including serving as ushers, running Power Point during service, creating living ads, and forming a youth band
* Designed youth website utilizing WebsiteForge and updated pages with upcoming lessons, youth pictures, music, and a Google calendar which parents could upload to their phones

Christian Community Church, Bowie, MD 2006 – 2007

 ***Youth Director***

* Utilized dynamic teaching techniques to engage youth orally, hands-on, and visually so they could live out the material
* Led and organized monthly meetings for the Parental Youth Board
* Organized and managed 30 hour famine fundraiser for diminishing hunger in 3rd world countries
* Created partnership with Capitol Area Food Bank to connect youth volunteers with the healthy school lunch program

Massachusetts Institute of Technology, Boston, MA 2004 – 2006

 ***Executive Administrative Assistant***

* Coordinated meetings for the Chief of Medicine and Director of the Medical Center
* Used advanced Touch Works and Group Works software to schedule patient and client appointments
* Handled a heavy volume of calls daily from patients, doctors and other medical staff while maintaining strict confidentiality.
* Accessed and mailed patient test results, prescriptions and arranged labs.
* Emailed patient and provider updates, scanned and logged them in Touch Works
* Typed and faxed correspondence for Chief of Medicine to area providers
* Sorted and compiled vast Excel spreadsheets for patients, providers, and pharmacy information
* Utilized MSWord to edit and format medical policies for all Medical departments

Roxbury Presbyterian Church, Roxbury, MA 1999 – 2005

 ***Coordinator of Youth Ministries***

* Led team of adult youth workers to revitalize youth ministry program using unorthodox methods in inner-city Boston.
* Developed and implemented strategy for integrating suburban and inner-city youth program resources

Boston Public Health Commission, Boston, MA 1996 – 2000

 ***Administrative Coordinator, Adolescent Wellness Program***

* Worked closely with Executive Director to implement holistic health educational seminars, high school workshops, budget meetings, staff builders and trainings
* Made travel arrangements and prepared travel itineraries for Executive Director and staff
* Assisted Executive Director with the preparation of annual budget and coordinated fiscal activities such as grant maintenance, payroll, and bookkeeping
* Performed administrative responsibilities such as typing reports, solving staff software and hardware problems, and ordering office supplies, PCs, and printers
* Utilized MSWord and PageMaker 6.1, to create outreach brochures, pamphlets, youth T-shirts, flyers, and business cards

*Education*

Hampton University, Hampton, VA – ***BA, English Arts, Verbal and Written French***

*Volunteer Activities*

Wilkerson Senatorial Campaign – Boston, MA; Lighthouse Center Soup Kitchen – Annapolis, MD; Mandarin Chesapeake Hospice House – Harwood, MD; Bowie Food Pantry – Bowie, MD; Appalachia Service Project – WV; Habit for Humanity – PA