**Samuel**

Cell Phone: C/o 0502360357 E-mail: Samuel.378996@2freemail.com

# EDUCATION

# Central Pennsylvania College, Summerdale, PA, USA 2016–2017

# Master Degreein Organizational Leadership&Development

**Olabisi OnabanjoUniversity, Ogun State, Nigeria** 2007– 2012

B.Sc.(Ed) in Business Management & Education. (U.S evaluation report)

**PROFESSIONAL CERTIFICATES**

Occupational Safety & Health Administration (OSHA) 2014

Project Management Professional (PMP) 2013

Teachers Registration Council (TRCN) 2012

**PROFESSIONAL EXPERIENCE**

**Client Relations Specialist**

**CoolWaters Home Health Agency, Harrisburg, PA** Mar 2017 – Present

Engage in client relationship building and client satisfaction by initiating and building effective relationships at all levels with the client. Assumes responsibility as needed and appropriate for client relationships as it relates to day-to-day operations. Overseeing client contracts with the objective of securing renewals and additional business based on identifying a need or where appropriate.Coordinates efforts with operations management and other leadership to implement new services and new clients and also coordinates activities with clients to initiate, develop and implement service enhancements and improvements.

#  Business Development Advisor

# Pennsylvania State Employees Credit Union, Summerdale, PAJul2016–Feb 2017

Independentlymanage finance procedures,sales of financial product and packages to potential clients, general financial and accounting support for clients, financeactivities reporting, and administrative support. Responsible for giving financial advice and financial support to customers. Designed marketing strategies to increase numbers of account opening. Instrumental in supporting the company’s growth and expansion at Central Penn college by attracting and educating more customers in joining the company. Strengthens communication among co-workers and the center community. Comply prompt comprehensive feedback to the head office.

**Operations Supervisor**

# Knightsbridge Global Services, Dubai,UAE Sept 2013– Nov 2015

Responsible for overseeing the day-to-day project and operations of the team by distributing the workload evenly amongst staff and making sure motivation and performance levels are maintained. Provide strategic support, direction, instructions and guidance to a team of 30 employees. Prioritize company’s goal and simultaneously develop a transformational strategy that helps team members in achieving the goals. Train new team members and communicate clear instructions to the team. Responsible for proper management of limited resources and work equipment need for project completion. Create a report to update the company about team progress. Coordinate with the representatives of the department in disseminating and collecting information. Ensure that basic requirements of the departments are met.

# Clerical Finance Officer

# Ogun State Local Government Commission, Ogun State, NigeriaJul 2012-Aug 2013

Provide administrative support and direct support to the director of finance including clerical duties to the department of finance & supply. Promptly and courteously assist clients and employees throughout the organization bymaintaining schedules, coordinating extensive appointments and meetings. Maintaining high quality records in a thorough and organized manner. Provide appropriate support to advisory service staff, attachments and other colleagues in related specialisms as they arise.Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.

**RESEARCH& TEACHING EXPERIENCE**

 **Graduate Research, Central Pennsylvania College, Harrisburg, PA**2015 – 2017

Thesis: Social & Academic Challenges Faced by African International Students

 in Collegiate Institutions in America. Advisor: Dr. Dale Ferguson. CHMM

**Research Assistant, Central Pennsylvania College, Harrisburg, PA**2016 – 2017

Advisor: Mr. Romeo Azondekon C.F.O (Chief Cultural Diversity Officer)

 Project: Central Pennsylvania College: Demographics & More

  **Leadership Program,Central Pennsylvania College, Harrisburg, PA** 2015 – 2016

 Mentored 3 undergraduate degree students on independent research projects

**B.Sc. Teaching Assistant, College of Education, Edo State, Nigeria** 2012 ­– 2013

 Assistant: Dr. B.O Aril (Head of Business Education Department)

Teaching Assistant for Introduction to Economics & Global Commerce

# PROFESSIONAL AFFILIATIONS

Occupational Safety & Health Administration (OSHA) 2014 – Present

Project Management Professional Institute; Member 2013 – Present

Association of Business Educators (Nigeria/USA) 2013 – Present

Teachers Registration Council of Nigeria ; Member 2012 – Present

**AWARDS**

Outstanding Leadership Scholar, Central Pennsylvania College 2016 – 2017

Dean’s List, Central Pennsylvania College 2015 – 2017

Keystone Honors Academy, Olabisi Onabanjo University 2008 – 2010

**VOLUNTEER WORK**

Staff Support, St Francis of Assisi Catholic, Harrisburg, PA 2017

Advisory Committee Member, Winners Chapel, Harrisburg, PA 2016

Volunteer, Charles A. Melton Tutoring Center, West Chester, PA 2015

**REFERENCE**

Reference will be provided upon request.