

Fatai O. Saka

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2019
Major: Management Information Systems
GPA: 3.86 | Dean's List, Fall 2016, Spring 2017
Selected Courses:
Business Communications Marketing
Statistics Management Information Systems

ACTIVITIES & AWARDS:

Member, Association of Information Systems, Spring 2017- present
Most Exceptional Staff in Implementing Behavior Support, April 2015

INFORMATION TECHNOLOGY SKILLS:

- Microsoft Office: Excel, Word, PowerPoint
- Desktop PC and Laptop hardware – Proficient
- Window XP - Proficient

EXPERIENCE: ELDORADO COMPUTER SOLUTIONS, Norristown, PA January 2017 – present
Technical Support Technician

- Troubleshoot and resolve software and hardware tickets.
- Recommend and build computer systems to meet clients' configuration requirements.
- Train clients to use various software -Adobe Photoshop, Nclex

DEVEREUX FOUNDATION, Berwyn, PA December 2013 – present
Direct Support Professional

- Act as Resident Manager in Supervisor's absence.
- Assist in the recommending, planning and implementing of individual support and treatment plans for 18+ clients.
- Train staff in the implementation of treatment goal procedures and data collection.

BUSRING NIGERIA LIMITED, Isolo, Lagos March 2005 – January 2013
Business Development Manager

- Orchestrated and successfully implemented a business development plan to increase the customer base.
- Created and analyzed sales database to improve revenue.
- Created and directed marketing strategies – Loyalty programs
- Liaised with 100+ outside vendors for efficient supply chain.

LANGUAGES:

- English - Fluent
- Yoruba - Fluent