

Dotun Okunade

Philadelphia, Pennsylvania | 445-252-6577 | ooyindotun@gmail.com | [linkedin.com/in/dotun-okunade](https://www.linkedin.com/in/dotun-okunade)

EDUCATION

Temple University

Philadelphia, PA

Bachelor of Business in Finance and Management Information Systems, Minor in Economics.

May 2029

Cumulative GPA 3.72

Relevant Coursework: Financial Accounting, Macroeconomics, Microeconomic, Business Calculus, Business Statistics, Digital Systems, Principles of Management.

CORE QUALIFICATIONS

Technical Skills: Proficiency in Microsoft Excel (PivotTables, VLOOKUP) and Word, Invoice Processing

Soft Skills: Leadership, Team Collaboration, Adaptability, Time Management, Public Speaking

PROFESSIONAL EXPERIENCE

Representative Carol Kazeem

Chester, PA

Intern

May 2025 – August 2025

- Conducted legislative research and summarized bills, committee hearings, and policy issues to support informed decision-making.
- Assisted with constituent services by responding to calls, emails, and casework inquiries from district residents.
- Drafted correspondence, memos, and briefing notes on behalf of the representative and legislative staff.
- Attended floor sessions, committee meetings, and community events, gaining insight into the legislative process.
- Supported office operations through scheduling, data entry, and coordination with state agencies and stakeholders.

Activities

Temple Student Government, Allocations Committee

Member

One of four members of the Allocations Committee responsible for:

- Reviewing funding requests
- Analyzing organizational budgets
- Allocating student activity fees to support campus programmes and initiatives.