

IFEOLUWAKISHI DEJI-ROBERTS

Philadelphia | PA / 19122

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<https://community.mis.temple.edu/kdejiroberts/>

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2028

Major: Management Information Systems | GPA: 3.8

TECHNICAL SKILLS

Analysis & problem solving: Strong critical thinking, communication skills, data visualization abilities

Database management: Proficient in Microsoft Access (Word, Excel, PowerPoint)

Other skills: Project planning, scheduling, customer service experience, time management

WORK EXPERIENCE

TEMPLE UNIVERSITY (1300 RESIDENCE HALL), Philadelphia, PA, USA

January 2025 – Present

Front Desk Office Assistant

- Process, log, and distribute high volumes of packages per shift for approximately 1,100 residents living in the hall.
- Assist residents with room lockouts when needed and accurately document necessary information on the school's database.
- Provide responsive customer service by addressing resident inquiries and resolving issues efficiently.

CHAPEL HILL DENHAM, Lagos, Nigeria

June 2025 – August 2025

Research Intern

- Conducted analysis and research on the Nigerian Stock Market, including company financials, fixed income, and equity markets.
- Developed presentations on economic activities and market trends to guide investor insights.
- Assisted daily market updates by compiling and organizing data across economic, fixed income and equity sectors.

VERRAKI, Lagos, Nigeria

June 2023 – July 2023

Consulting Intern

- Designed engaging presentations for internal meetings and client pitches.
- Researched market trends, competitors, and industry practices to support strategic decisions.
- Assisted Human Resources with onboarding, employee engagement, and performance review preparation to strengthen workplace culture.

EXTRACURRICULAR EXPERIENCE

Swim Captain, WMA swim team

January 2024 – April 2024

Team member, Investment seminar (WMA)

April 2023 – June 2023

LANGUAGES

Native proficiency in English, Spanish – Basic