**Richard Olakunle Kolawole**

Wood Green, N22 6NG

T: 07456401026

M: rik0219@outlook.com

**Personal Profile**

A recent Business and Law graduate who possesses strong communication and personal skills. I am ultimately wanting to qualify as a solicitor and now looking for part-time work in legal sector. I have a cooperative attitude and believe to be a strong team player. I have the ability to adapt quickly to new tasks and environments, which is valuable in any rapidly expanding workplaces. I am applying to this role because I feel I have the necessary skills in order to be successful at the role.

**Education**

**2017 – 2020 BA in Business and Law (London Metropolitan University) (Hons)**

My degree is providing me with a strong set of skills and knowledge. I studied modules such as **Contract law, English legal systems, Criminal law and Tort law**, which were of great interest. I feel more knowledgeable about Brexit too which I gained through an **EU Law** module. In my final year I’m looking at family and child law which I find interesting, company law which I find complex but also interesting and environmental law which I like a lot and equity and trust which I’m taking interest into.

I find each module fascinating and cannot wait to progress with my studies. So far, I have gained good study skills methods, which will serve me not only at university but also throughout my life and professional journey. Techniques such as **time management, developing good organisation or report writing skills or again developing fast reading skills**. I feel well equipped to progress successfully with my course.

* 2009-2011 **BTEC National diploma ICT Level 3: Merit, Merit, Distinction** City of Westminster College

* 2004-2009 **Maths GCSE: C, English GCSE: C, Geography GCSE: C, Drama GCSE: PASS and BTEC IT GCSE: Merit** Chestnut Grove School

**Key Skills**

* Excellent **communication and interpersonal skills**

I was involved in street fundraising where I had to actively speak to hundreds of people and generate some interest. The role allowed me to develop my social skills and persuasion techniques further.

* Ability to provide **high quality support to a multifaceted team**

I see myself as a team player and enjoy motivating others. I am drawn to people from various ethnic backgrounds and enjoy the multifaceted communities in London.

* Proficient in **MS Office applications, Word, Excel, PowerPoint and Access**

I studied IT Level 3 as a Diploma, equivalent to three A levels and prior to that, gained a proficient grade, in MS Office Application through my BTEC in ICT.

* Able **to work well independently** and as a **team to achieve targets**

I reached all my targets in my street fund raising job, speaking to over 100 people and as a door-to-door salesperson; I managed to get a minimum of one sale every day, which was seen as successful.

* Excellent **Customer Service** skills

I have gained strong customer service skills by working at Oxfam, smiling, making eye contact and simply being a happy and positive person.

* **Sales and Negotiation** Skills

I worked as a salesperson and learnt how to seal a sale and through the role successfully improved my negotiation skills.

* Good **organisational** skills

I believe waking up in the morning and getting to work on time is the fundamentals of organisation in itself which I did

* Excellent **Administrative** Skills

I worked at Addeco as an Administrative Assistant, where I dealt with all correspondence, answered customers queries and used the database to issue staff wages.

* Effective **Problem Solving** Skills

I am good at solving problems and I am resourceful, coming up with solutions. I have a positive mindset and believe that to each problem, there is a solution.

**Legal experience**

**Toynbee hall**

13th march – 2 may 2019

assisting clients in drafting legal documents and helping them make sense of these, through answering their queries or noticing a lack of understanding in the related matter.

**Employment History**

**Bar Tender/Waiter** June 2017-2020

Agency (Off to work/ London)

**Sales assistant** Jan 2016- Jan 2017

Oxfam

**Fundraiser**

Go gen  Jan-May 2015

**Door-to-door Salesman**

Double Impact Marketing, London Feb 2014 - June 2015

**Administrator/IT Technician** 28 Jan 08-01 Feb 08

Adecco, St John Hills Clapham Junction

**Personal Development**

Nov 2016-2017 Remploy, London

Topics include: Interview techniques, self-confidence, selling Yourself, CV’s, cover letters, placements and application forms

2017, Word of faith bible institute, London

Winner’s chapel international, Dartford (Overall grade: Merit)

**Interests**

I am an enthusiastic table tennis player

**References**

Available upon request