

# GRACE ADEOSUN

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1 Reservoir Close, Greenhithe, Kent, DA9 9BX

## EDUCATION

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### Loughborough University

BSc (Hons) Accounting and Financial Management

Modules include: Quantitative Methods for Business (94%), Accounting and Finance in Context (90%), Financial Accounting and Analysis (90%), Introduction to Law (64%), Macroeconomics for Financial Studies (73%)

**Sept 2018 - Present**

1<sup>st</sup> year grade: 1<sup>st</sup> Class

### Edgewood College, Lagos

A Levels: Business Studies (A\*) Economics (A) Sociology (A\*)

**Sept 2016 - Jun 2018**

### Dartford Grammar School for Girls, Dartford

GCSE's: 10 grades A\* – A including Mathematics (A\*), English Literature (A\*) and Business Studies (A\*)

**Sept 2011 - Jun 2016**

## WORK EXPERIENCE

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### HerCapital Associate, SEO London, London

**Oct 2018 – Present**

- Network at a variety of events, engaging with professionals in the finance industry improving my communication skills and developing commercial awareness.
- Led and organised a fundraising and A21 awareness project aimed at tackling human trafficking and raised over £100 in under a week.

### Hospitality Staff Member, Arc Hospitality Recruitment, London

**Aug 2018 – Present**

- Responsible for serving customers, operating the till and handling food orders improving efficiency; contributing to the smooth running of the kiosk enhancing my multi-tasking and adaptability skills.
- Collaborate with colleagues to provide excellent and professional customer service at all times.
- Ensure all orders are served to the highest standards of presentation and within set time scales developing my ability to use my initiative and work proactively under pressure in fast paced environments.
- Take customer payments and ensure the till balances at the end of the shift enhancing numerical skills.

### Spring Intern, Bank of America Merrill Lynch, London

**Apr 2019**

- Developed a strong understanding of Global Corporate Investment Banking (GCIB) and Corporate Audit through insight sessions with industry leaders.
- Honed analytical skills by evaluating real life case studies involving transactional and global practices within the various banking industries.
- Built relationships with senior employees from GCIB, Global Markets, Technology and Compliance to improve my technical acumen.
- Delivered a presentation to directors within Corporate Audit, outlining controls to minimise possible issues using risk management analysis which helped me become more confident in public speaking.
- Gained an understanding of how the bank manages risks and the internal processes and controls that are implemented through work shadowing senior managers in the Corporate Audit Division.

### Administrative Assistant, Teebylink Security Services, Lagos

**Jun 2017 – Aug 2017**

- Developed interpersonal skills by welcoming and assisting clients and visitors.
- Solely managed the front desk during summer periods.
- Performed general office administrative duties such as mailing, photocopying, document scanning and filling which developed my attention to detail.
- First-hand experience an office environment which developed my ability to integrate with colleagues and customers.

## **POSITIONS OF RESPONSIBILITY**

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### **Church Worker, Ushering Department at God's Vineyard Ministries**

**Jan 2019 – Present**

- Work in a team of 5-6 to ensure the rota and timekeeping are well managed for each week which developed my organisational skills.
- First point of contact welcoming people into the church service developing interpersonal skills.
- Coordinated a service of over 100 members

### **Member of Loughborough Radical Youth Society**

**Sept 2018- Present**

- Attend regular meetings and participate in group discussions allowing me to consider various perspectives and become more open minded.
- Participate in debates in front of over 50 members of the senior committee and youth members strengthening my public speaking skills.
- Developed organisational skills by assisting with the logistical planning of the annual conference featuring radical youth groups across 26 UK universities.

### **Head of Edgewood College Anti – Bullying Committee**

**Sept 2017 – Jun 2018**

- Liaised with a diverse team of 5-10 members to create formal documentation to present to senior staff and students in assemblies developing leadership skills.
- Delegated tasks to different members according to ability and created departments to service the mental, physical and social well-being of students.
- Attended and coordinated weekly meetings to assess short term and long-term objectives.
- Demonstrated organisational skills by leading and coordinating sessions with students of all year groups to help prioritise the focus of committee by taking on feedback from students.

### **Senior Library Prefect, Edgewood College, Lagos**

**Sept 2016 – Jun 2018**

- Provided support for any resources needed by students and introduced them to Library borrowing system.
- Created a mentorship scheme to enable students in the higher year groups to encourage reading amongst lower year groups.

## **ACHIEVEMENTS**

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### **Sixth Form Valedictorian for the 2017-2018 Academic Year**

- Award received for reaching the highest level of academic achievement out of all the students in Year 13.
- Delivered a speech at the Graduation ceremony in front of over 100 parents and students which developed my confidence in public speaking.

### **Overall Best AS Level Student for the 2016-2017 Academic Year**

## **SKILLS**

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- IT Skills: Good knowledge of Microsoft Office including Word, Access, Excel & PowerPoint
- Achieved 91% on the Microsoft Excel Assessment in First Year

## **INTERESTS**

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- Attended Property Investors Crash Course: learnt about creative strategies to source and invest in property, used formulas to calculate Return on Investment ensuring it was above 25%.
- Cooking: as well as enjoying cooking for family and friends in my spare time I have also had the opportunity to cook for small society events within my university.
- Travelling: favourite places I've visited include Paris, Dubai, New York, Orlando, Lagos.
- Sports: Indoor Skydiving, Badminton.
- Sudoku: in my spare time I enjoy completing sudoku puzzles as it helps stimulate cognitive abilities and I enjoy challenging myself.

**References available upon request**