

# Edward Oshoniyi

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## EDUCATION

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### Georgia State University, Robinson College of Business

Bachelor of Business Administration, Entrepreneurship

- Minor focus in Computer Information Systems

Atlanta, GA

August 2024 - May 2028

### Denmark High School

High School

Alpharetta, GA

August 2020 - May 2024

## LEADERSHIP ACTIVITIES

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### Class Project Group Leader Georgia State University

Atlanta, Georgia

Leader

Spring 2025

- Directed a team of 4 students in completion of the "Business Model Canvas" group project.
  - Coordinated project timelines and ensured alignment with assignment deadlines through strategic planning and testing.
  - Organized and facilitated 10 group meetings to monitor progress and address challenges for performance improvement.
  - Provided constructive feedback on team members' contributions, maintaining high-quality standards, and meeting assignment objectives.
- Fostered collaboration and accountability within team, resulting in a cohesive and productive work environment.

## EXPERIENCE

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### Green Light Drivers Ed & DUI School LLC

Alpharetta, GA

Executive Secretary

January 2022 - February 2025

- Selected as logistics manager to support administrative efforts, plan events coordination and schedule 50+ client meetings across 3 counties; negotiated travel arrangements and coordinated with hotel staff for meeting rooms.
- Processed orders for material received by email from customers, using Express Accounts program to key and reconcile daily invoices; updated and organized invoice for future reference, processing 560+ invoices weekly.
- Fostered perfect customer service boosting seo optimization through over 200+ 5 star reviews on google.

### New Legacy Acquisitions

Atlanta, GA

Salesperson

October 2024 - January 2025

- Led 10-member team to expand sales leads by organizing report writing activities, product demonstrations, and shows for product campaign Apple x At&t in all Target retailers nationwide ; surpassed quarterly sales target of \$250K and customer satisfaction.
- Fostered effective customer relations leading to repeat business.

### Symmetry Resources

Atlanta, GA

Insurance Salesperson

June 2023 - December 2023

- Performance improvement on customer queries for coverage variations, guiding 300+ warm leads on newly presented risk protection coverage plans and long term care coverages.
- Reviewed data collection to identify and refocus team efforts on top leads resulting in an 80% increase in sales volume.

## VOLUNTEER ACTIVITIES

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- Member: LaunchGSU entrepreneurship and innovation club.

## SKILLS

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- Website design & development.
- Communication skills.
- Business Strategy.

- Effective Problem Resolution & Task prioritization Effective leader Sales support Customer service.

## **PROFESSIONAL SUMMARY**

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Dedicated scholar pursuing a degree in Entrepreneurship/Business Administration with a minor of Computer Information Systems at Georgia State University, classified as a first year with the intent of graduating in May 2028. Since arriving in GSU I have encountered many opportunities that will help achieve my goal. After realizing I need to gain relationships and better networking skills I gained experience previously with my last job in the sales field. I am a professional with a proven track record in effective problem resolution and exceptional communication skills, honed New Legacy Acquisitions. I Excelled in task prioritization and customer service, significantly enhancing operational efficiency and client satisfaction. Skilled in business strategy, sales support, and digital marketing, adept at leading teams to exceed quotas and developing repeat business funnel.

## **CERTIFICATIONS**

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- Licensed in sales of insurance.