



## Angela Akinbohun

### CAREER OBJECTIVE:

I can work in a wide range of job positions (career paths) including: sales, customer service/ customer care, tech support, help desk, billing, collections, receptionist/ front desk, office administration, phone operator, live chat online, call center/ contact center, email processor, social media moderator, etc.

 Woodbridge, VA 22191, USA

## Work Experience



### Black Women's Mentor • Terawatt Career Coaches & Mentors

February 2021 - Present

Job Responsibilities: Mentor Black Women (Holistic Life Coach & Career Coach/ Job Placement Coach).



### Professional Skincare Consultant (Expert) • Lionne & Etre Vous

January 2021 - Present

(<https://lionne.co/>)

(<https://www.etrevous.com/>)

Perform skincare consultations online, on the phone, and in person. Recommend and sell skincare products and services.



### Nigeria National Booster • NIDOA, Nigerians In Diaspora International

January 2000 - Present

I have a working partnership with:

(<https://www.nipc.gov.ng/>)

(<https://www.manufacturersnigeria.org/>)

(<https://www.anlca.com.ng/index.html>)

(<http://nagaff.org/new/>)

(<http://www.soan.com.ng/index.php>)

(<https://narppman.com/#section-home>)

(<https://fmic.gov.ng/>)

(<https://tournigeria.gov.ng/>)

(<http://www.vedan.org.ng/>) (<https://www.vedan.org.ng/>)



### Founder & Business Owner • Capital Consultants DCA

January 2000 - Present

management consultant, I.T. consultant, sales (software/ SaaS, apps, hardware), outsourcing/ offshoring expert, nonprofit charity consultant specializing in fundraising, code switching consultant.



### Front Office Student Worker • CET, The Center for Employment Training

September 2012 - October 2020

Front Office Student Worker; Unpaid Volunteer; & Alumni Mentor.

Job Position & Classification: (Temporary/ Contract)

Work Study, FAFSA, Financial Aid, U.S. Federal Government Program,

Unpaid Volunteer & Paid Front Office Student Worker

Alexandria, VA, USA

Supervisor: Sylvester Duke Meyers, Program Director; and Fred Williams, Career Coach & Job Placement Coach.

Job Responsibilities: front office student worker, receptionist, secretary, office admin, file clerk, office assistant, classroom assistant, academic & job skills tutor (English Language Tutor & Basic Math Tutor), student survey conductor, new student recruiter, program fundraiser, job & career coach, phone operator, switch board operator, and cash handling (sales merchandise) (sales concession stand) (ticket sales).

## Education



2021 - 2024

**RCC, Richmond Community College**

Allied Health (Medical Assistant & Support Staff)



2021 - 2023

**George Mason University Online**

Paralegal, Legal Secretary, Law Librarian

## Skills

- Microsoft Office Suite
- Ability To Work In A Team
- Leadership + Management

## Languages

- English — Native or Bilingual