

Halimat Adeola Shittu

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SUMMARY OF QUALIFICATIONS

A highly organized, motivated and results-driven English and Media Arts & Culture undergraduate, with a minor in Business Administration. Ability to multi-task and a strong academic foundation, with excellent critical thinking, people management, communication, and problem-solving skills.

EDUCATION

Bachelor of Arts, Level 3

January 2023 – present

Faculty of Arts, University of New Brunswick (UNB), Fredericton, NB.

Area of Focus: Media, Arts & Culture and English (Double Major) Business (Minor) Cumulative

GPA of 4.0

A⁺ Levels/ Diploma

2020

- *University of Lagos School of Foundation Studies, Lagos, Nigeria* Joint Universities Preliminary Examination Board Certificate (JUPEB)

WORK EXPERIENCE

Arts Matters Conference and Social Media Assistant| UNB Work Study September 2025 – April 2026

- Work directly under faculty's communications officer to create content and schedule contents.
- Coordinate programming and logistics for conference.
- Create promotional materials for the conference and other faculty events.
- Attend and take notes at organized team meetings.
- Assist in planning and hosting Arts faculty related events and the Arts matters conference in March or April of 2026.

Marketing and Applied Games Design Assistant Intern| Resolve September 2024 – April 2025

- Implemented the use of content calendar in preparing and documenting monthly content ideas.
- Participated in team project meetings, contributed ideas, and took notes.
- Managed social media accounts edited weekly contents with Canva, Cap cut and Premiere Pro.
- Assisted with planning, hosting, and organizing 3 playtesting sessions.
- Engaged in game research and brainstorming.

Shelter Worker| The John Howard Society of Fredericton.

June 2025 -

Present

- Mediate in disputes between clients and assess situation to provide effective solution.
- Process clients' intake and do necessary documentation.
- Complete hourly checks on clients in the shelter to maximize safety.

On Call Supervisor and Specialized Community Support Worker | Capital Family Services, Fredericton.

April 2023 - Present

- Record data and necessary client documentation while providing companionship.
- Observe and track client's clinical chart.
- Collaborate with team leads and managers in scheduling on-call rotations.
- Analyze and respond to emergencies and staff pressing questions.
- Maximize client's safety and minimize harm during an escalation.
- Administer medication and assist clients with personal care.

Social Media Manager/ CEO| Aloeda's Collection

2020 - 2024

- Wrote and edited an e-book to generate over 100 leads for email marketing and educate customers about products maintenance and usage.
- Created 5 contents weekly, using Canva and MailChimp for email campaigns.
- Communicated effectively with customers and provided consultations via social media platforms.

TECHNICAL SKILLS

- SharePoint
- Microsoft Office Suite
- Photoshop
- Canva
- Mailchimp

UNIVERSITY AND COMMUNITY INVOLVEMENT

- Co-Event Coordinator African Caribbean Society UNB 2025/2026
- Arts Peer Mentor 2024/2025
- Arts Matters Conference Organizer 2025
- John Peter Humphrey Model United Nations (Chair) April, 2024
- Redshirt Volunteer UNB September 2024
- UNB Intramurals September 2023/2024

CERTIFICATES AND LICENSES

- NVCi - 2023
- Jobberman Soft-Skills Training Certificate and Smartphone Digital Skills - 2022
- Digital Marketing and Content Creation – 2022
- Valid Driver's License
- ASIST
- FIRST AID/CPR

AWARDS & SCHOLARSHIPS

- Dean's List – 2023/2024, 2024/2025
- Ralph St. J. and Charles E. Freeze Prize - 2023/2024
- Edwin Jacob Special University Scholarship - 2024/2025, 2025/2026
- Karl Land Fiddes, BA. 1962 Memorial Scholarship in Arts - 2025/2026
- Desmond Pacey Scholarship - 2025/2026