

AFI DEBORA GBOLOVI

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SUMMARY

Recent International Business graduate with experience in administrative support, inventory coordination, and cross-functional teamwork, with a proven ability to adapt quickly in diverse environments. Eager to apply organizational, analytical, and communication skills to contribute to business objectives, gain hands-on experience, and grow within a globally minded organization.

EDUCATION

Bachelor Language & International Business Clemson University

Dec 2024

Benjamin A. Gilman International Scholarship Recipient: March 2024

MILITARY EXPERIENCE

Human Resources

SC Army National Guard

Jul 2020 - Present

- Track and update over 320 personnel records, actioning requests to eliminate deficiencies, to ensure complete and accurate documentation.
- Facilitate personnel career advancement by analyzing data and aligning personnel resources with organizational needs, improving operational efficiency.
- Finalize time-sensitive reports under strict deadlines for leadership and cross-unit collaboration.
- Managed all personnel aspects and timelines to ensure 97% of unit readiness for overseas deployment.

PROFESSIONAL EXPERIENCE

Administrative Staff for CEO *Internship*

United Way of Anderson County, Anderson, SC

Jan 2024 - May 2024

- Researched and created a plan of staff development programs and reported progress to the COO.
- Managed front desk operations by redirecting service requests and documenting community partner referrals.
- Served as a camp mentor of 20 9th graders, promoting leadership skills and emphasizing community engagement in through lessons and activities.

International Affairs *Internship*

Upstate International, Greenville, SC

Jan 2024 - May 2024

- Coordinated 7 internationally related initiatives in partnership with other organizations.
- Maintained communication with senior management to publish staff approved content on platforms.
- Improved email engagement by developing targeted email strategies using Constant Contact analytics.

Inventory Coordinator *Part-time*

Aimee's Hair Braiding LLC, Easley, SC

Nov 2018 - Jun 2020

- Manages inventory levels by tracking reorder points and ordering supplies to ensure business continuity.
- Troubleshoot supply shortages and adjusted purchasing plans to minimize operational delays.
- Negotiated pricing and delivery schedules with suppliers, ensuring timely procurement. Verified quantities and quality of received materials.

Customer Service *Part-time*

Publix Super Market, Greenville, SC

May 2018 - May 2019

- Cashiered and provided frontline service in a fast-paced retail environment while supporting daily store operations.

LEADERSHIP & SERVICE

President

French Professional Society, Clemson University

Jan 2024 - Dec 2024

- Arranged and hosted guest speaker events with French alumni, professionals, and international organizations and businesses.
- Improved efficiency by developing and implementing an operational structure to better communicate member roles and tasks.

- Distributed schedules and reminders, study abroad, internship and career opportunities to students via multiple platforms.

Welcome Week Leader

Division of Student Affairs, Clemson University

Aug 2022

- Worked with 44 incoming students, facilitating events to ease their transition into their first semester, as well as provided a tour of campus and resources for succeeding academically and socially in their college career.

SKILLS

Technical: Microsoft Word, Excel, PowerPoint; Constant Contact; Adobe Creative Cloud; Canva; JMP (statistical analysis)

Languages: Working proficiency in French