***CURRICULUM VITAE***

**Personal Data**

**Name ADOH PATIENCE .O.**

Contact Address Office of the Vice Chancellor,

 University of Medical Sciences,

 P.M.B. 536, Ondo

 Ondo State

**Email:** **padoh@unimed.edu.ng**

GSM No. 08023604600

Nationality: Nigerian

State of Origin Delta State

Date of Assumption of Duty: July 01, 2015

Present status: Senior Personal Secretary

Department: Vice Chancellor’s Office

**Educational Background**

**Qualification**

B.Sc. Ind. Relations & Human Resource Mgt (JABU) 2019

MBA (Management) Ambrose Alli University 2007

HND Secretarial Administration Auchi Polytechnic 1997

OND Secretarial Administration Auchi Polytechnic 1994

**Training**

Time Management and Personal goal setting (VLA) June, 2011

Superior Performance in Secretaries & PAs (I-Skill ) June, 2007

Management & Business Skills for Secretaries(Mactay) July, 2006

**PROFESSIONAL BODY** Member, Nigerian Institute of Management (NIM)

**CAREER EXPERIENCE**

**CURRENT JOB AND POSITION**:

Senior Personal Secretary to the Vice Chancellor,

University of Medical Sciences, Ondo City, Ondo State July 2015 to Date

**PREVIOUS CAREER EXPERIENCE**

CHRIST EMBASSY, ABA: Administrative Assistant June 2014 to June 2015

MARVIS SUITES Administrative Officer June, 2012 – May 2014

INTERCONTINENTAL BANK Executive Secretary Nov. 2000 - Feb 2012

NNPC (NYSC) Secretary Aug 1998 - Aug 1999