**CURRICULUM VITAE**

**KEMISOLA VIVIAN OLAREWAJU**

**01. PERSONAL DATA**

1. **Full Names**: Kemisola Vivian Olarewaju
2. **Date of Birth** 3rd November, 1990
3. **State of Origin** Ondo State
4. **Local Govt. of Origin** Akoko South-East
5. **Nationality** Nigeria
6. **Permanent Home Address:** No 9, Ekiti Avenue, Ijapo Estate, Akure, Ondo State
7. **Contact Address,** Centre for Continuing Education, UNIMED Akure Campus, Akure, Ondo State
8. **Phone no:** 08102320365
9. **Email Address:** vivianolarewaju@jmail.com, kemisolaviv@unimed.edu.ng
10. **Marrital Status:** married
11. **Number of Children and their Ages:** 2 (3yrs, 1yr)
12. **EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES:**
	1. National Open University of Nigeria 2019 Till Date
	2. Adekunle Ajasin University, Akungba Akoko 2012
	3. Ikakumo High School, Ikakumo Akoko 2006
	4. C.A.C Primary School, ifira Akoko 1999
13. **ACADEMIC QUALIFICATIONS WITH DATES:**
	1. M.Sc Public Administration In-View
	2. B.Sc. Pure and Applied Psychology (Second Class Honours (Upper Division)
	3. WAEC/SSCE
	4. Primary School
14. **WORK EXPERIENCE WITH DATES**

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| **S/N** | **ORGANIZATION** | **POSITION** | **DATE** |
| **1** | UNIVERSITY OF MEDICAL SCIENCES, ONDO CITY, ONDO STATE | ADMINISTRATIVE OFFICER II | 2018-TILL DATE |
| **2** | NATIONAL YOUTH SERVICE CORPS (NYSC) | CLASS TEACHER | 2012-2013 |

**DUTIES**

**UNIVERSITY OF MEDICAL SCIENCES, ONDO CITY, ONDO STATE**

1. **ADMINISTRATIVE OFFICER II, REGISTRAR’S OFFICE 2015-2018**

**RESPONSIBILITIES**

* Responsible to the Registrar day-to-day general administration of the Unit.
* Receiving and processing of memos and mails necessary for Registrar’s attention
* Serving as secretary to various committees constituted by the Vice-Chancellor
* Short-listing of applicants for various positions in the University
* Serving secretary to interview panels
* Drafting of appointment letters and signing of assumption of duty forms on behalf of the Registrar for new members of staff
* Serving as secretary to Registry meetings
* Receiving of incoming and outgoing mails
* Attending to Staff and students’ complaints
* Keeping of all Registry records
* Writing of memos and letters
* Handling of official correspondence on behalf of the Registrar
* Performing other Administrative duties has may be assigned by the Registrar from time-to-time.
1. **ADMINISTRATIVE OFFICER II, HAEMATOLOGY DEPARTMENT, JANUARY- JULY 2018**

**RESPONSIBILITIES**

* Responsible to the HOD, Department of Haematology for the day-to-day general Administration of the Department.
* Serving as secretary to departmental meetings
* Handling of official correspondence on behalf of the HOD
* Attending to Staff and Students complaints
* Receiving and processing of memos and mails necessary for HOD’s attention
* In-charge of the activities of the students in the serviced by the department
* Ensuring the proper maintenance of the equipment in the departmental laboratory
* Keeping of all the departmental records
* Performing other Administrative duties has may be assigned by the HOD from time-to-time.
1. **ADMINISTRATIVE OFFICER II/I, CENTRE FOR CONTINUING EDUCATION, UNIMED ADEYEMI COLLEGE OF EDUCATION CAMPUS ONDO CITY/ AKURE CAMPUS, 2018 TILL DATE 2020**

 **RESPONSIBILITIES**

* Responsible to the Director for The day-to-day general Administration of the Centre.
* Screening of students for Admission into pre-degree Programme and JUPEB Programme
* Serving as secretary to Centre’s meetings
* Receiving and processing of memos and mails necessary for Director’s attention
* Incharge of staff and students welfare
* Monitoring of lecture and practical schedules
* Keeping of all Centre’s Official records
* Attending to parents enquiries and complaints
* Attending to Staff and students’ complaints
* Writing of memos
* Processing of all students records
* Handling of official correspondence on behalf of the Director
* Performing other Administrative duties has may be assigned by the Director from time-to-time.

**TRAININGS ATTENDED WITH DATES**

1. Registry functions and communication skills for Professional Administrators of University of Medical Sciences. 27th - 29th February 2021
2. ADAPTI Training in Excel October, 2019
3. ADAPTI Training in Office suite November, 2018
4. ADAPTI training in Microsoft Office September, 2017
5. Seminars and Orientation Workshop for All UNIMED Staff February, 2016
6. Strategic planning and development training June, 2016

**SKILLS AND ATTRIBUTES:**

* Team work and analytical mind
* Pro-active.
* Self motivated and target-oriented.
* Excellent oral and written communication skills.
* Integrity and honesty.
* Research oriented.
* Computer literate.
* Physical and mental alertness.

**INTEREST:**

Reading, Research, Traveling and Sport.

**REFEREES:**

Available upon request

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**Signature Date**