

CURRICULUM VITAE

A. Educational Background

1. Higher Educational Institutions Attended with Dates:

Masters in Public administration - Adekunle Ajasin University

2. Academic/Professional Qualifications and Distinctions Obtained with Dates:

B.Ed Home-Economics 2010 - Adeyemi College of Education, Ondo

S.S.C.E 2006 - Homaj International Sec. School, Ondo

B. Work Experience with Dates

1. Previous Work Experience outside the University System with Dates:

Homaj International Secondary School Jan 2015 - May 2015

1. Thesis/Dissertation

C. Conferences, Seminars and Workshops Attended With Dates

- Orientation Workshop, UNIMED, Ondo Feb1-5, 2016
- Advanced Adapti, UNIMED, Ondo Nov 28- Dec 2, 2016
- Advanced Adapti, UNIMED, Ondo Nov 20-24, 2017
- ANUPA training workshop for administrative officers, Ascon Topo Badagry April1-4,2019

E. Current Relevant Information

1. Services within the Department

- Act as a referral service for staff/student in the department in order to resolve any student related matters.

2. Services within the Faculty

- Draft agendas, prepare and circulate documents to members of the faculty
- Attend meetings and drafts minutes for consideration by the Chair.
- Maintenance of appropriate academic staff records
- Carrying out relevant follow work from meetings and advise staff to their own actions .