**CURRICULUM VITAE**

**FULL NAMES:** Tayelolu Mary **ODESANMI**

**DATE & PLACE OF BIRTH:** 27th May, 1990 & Akure, Ondo-State

**NATIONALITY:** Nigerian

**STATE OF ORIGIN:** Ekiti

**MARITAL STATUS:** Single

**GSM NUMBERS:** 08037555910; 08130167670

**E-MAIL ADDRESS:**  tayeodesanmi@yahoo.com

**EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES:**

Obafemi Awolowo University, Ile-Ife 2013-2016

Babcock University Ilishan Remo Ogun State 2007-2011

St. Louis Grammar School, Akure 2000-2006

**ACADEMIC QUALIFICATIONS OBTAINED WITH DATES:**

Master of Public Health [MPH.] 2016

Bachelor of Science [B.Sc.] Public Health 2011

West African School Certificate 2006

**WORK EXPERIENCE WITH DATES AND POSTS HELD**

1. **UNIVERSITY OF MEDICAL SCIENCES, ONDO SEPT 2018 - DATE**

**POST: ADMINISTRATIVE OFFICER II (ESTAB & HR) -** Level 7 Step 2

* Responsible for preparation of papers for and the servicing of the meetings of the University’s Appointments and Promotions Committees; matters relating to the appointment, promotion, confirmation, transfer, resignation, discipline and retirement of staff.
* Responsible for all categories of staff matters relating to annual leave, study leave, staff development and sabbatical leave.
* Preparation of periodical reports to council on matters relating to the appointments, promotions, discipline, study leave.
* Provision of Secretaries to all interviews and assessment Panels for the appointments of all categories of staff.
* Maintenance of records and periodic preparation of staff statistics
* Preparation of letters of appointments and other matters relating to the welfare of staff.
* Dealing with matters relating to NYSC members posted to the University.
* Compiling staff data and documents for promotion
* Processing letters of appointment for all staff
* Compiling list of staff for confirmation and promotion exercise
* Assistant to the Secretary of the Appointments, Promotions and Disciplinary Committee of all Staff
* Assists for the arrange, record proceedings and prepare minutes of the Appointments, Promotions and Disciplinary Committees of Academic Staff as well as Professional, Administrative and Technical Staff
* Attends to individual enquiry, grievance and complaints from members of staff in relation to appointments
* Arranging for interviews for advertised vacant positions
* Arranging identity cards for all members of staff.
* Updating and validating staff records and statistics.

1. **UNIVERSITY OF MEDICAL SCIENCES, ONDO JAN 2018–SEP 2018**

**POST: ADMINISTRATIVE OFFICER II (REGISTRAR’S OFFICE) -** Level 7 Step 1

* Responsible to the Registrar for the day-to-day running of the office
* Assists the Registrar on official correspondences.
* Secretary to meeting with Registry’s Divisional Heads, Registry Staff and other meetings appertaining to the administrative functions of the Registrar.
* Attending to staff and student complaints.
* Carrying out any other duties that may assigned from time to time by the Registrar

**3. WOMEN IN THE NEW NIGERIA FOR EMPOWERMENT & POSITIVE CHANGE (WINN) ONDO STATE**

**POST: PROGRAM ASSISTANT (VOLUNTEER)**

* Empowering women to change the battered image of Nigeria
* Eradication of corruption through enlightenment programs, training and rallies
* Skill acquisition for the less and physically challenged people in the society

4. **LIVING SPRING N/P SCHOOL/BOLSANM INTERNATIONAL COLLEGE**

**POST: SCHOOL ADMINISTRATOR**

* Coordinate class curricula
* Set school budget
* Coordinate school activities
* Hiring teachers and performing finance management

5. **KIBS PHARMACY LIMITED, AKURE ONDO-STATE**

**POST: SALES MANAGER**

* Receiving incoming goods from manufacturer (May and Baker Nigeria Plc, Geneith Pharm and Juhel Nigeria
* Management of stocks and sales
* Keeps management informed by submitting activities and result reports
* Recommends changes in products, service and policy by evaluating results and competitive development
* Resolves customers complaints by investigating problems, developing solutions, preparing report
* Provides historical records by maintaining record on area and customer sales
* Submits orders by referring to pricelist and product literature.
* Counselling of customers/patient on drug usage.
* Data Collation and verification across all Health centres on NHIS Program in Akure South LG
* Ensure update of electronic Drug Distribution record system of the facility through data entry, data cleaning, and data verification as may be applicable to each site

6. **NATIONAL AGENCY FOR THE CONTROL OF AIDS *(NYSC)***

**POST: PROGRAM ASSISTANT**

* Working according to the work authorization of the policy and strategy departmen
* Arrange for and manage material for the Global Fund Team meetings with Implementing Partners, donor agencies and stakeholders which requires initiative, industriousness and the ability to work to tight deadlines
* Utilize fast and accurate touch-typing skills including using Microsoft Office package to record minutes of meetings
* Respond emails and direct calls efficiently or take accurate messages where appropriate

**VOLUNTEER**

* Peer Education Training Under the National Reproductive Health and HIV/AIDS Prevention and Care Project through the NYSC Scheme.

1. **Association for Reproductive and Family Health (ARFH), Ikolaba, Ibadan, Oyo State (Internship). July 2010**

**POST: INTERN**

* Active Participation in community sensitization to create family planning awareness
* Developed Information, Education and Communication (IEC) materials for health programs
* Health program(s) proposal writing and presentation

**CERTIFICATE FOR COURSE COMPLETION IN GLOBAL HEALTH-USAID, JOHNS HOPKINS BLOOMBERG SCHOOL**

* Antenatal Care
* Essential Newborn Care
* Gender and Sexual and Reproductive Health
* Mother-to-child Transmission of HIV
* Data Quality
* HIV Basics
* HIV Stigma and Discrimination
* Post-partum care

**TRAINING PROGRAMMES ATTENDED:**

* Advanced Digital Training
* Association of Nigerian University Professional Administrator’s Training (ANUPA)

**COMPUTER LITERACY:**

Trained and have excellent skills in the use of WINDOWS 2007, 2010, 2013 versions, PageMaker, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, CorelDraw and internet surfing.

**COMMITTEE MEMBERSHIP**

* Secretary, Disciplinary Committee on Misconduct
* Secretary, Adhoc Committee for the Screening of Underwriters and Brokers for the Insurance of the University’s Assets and Personnel

**REFEREES:**

1. Prof. G N D Aja

Public Health Department

Head of Department,

Babcock University,

Ogun-State

gndaja@yahoo.co.uk

🖁08037221451

2. Dr. S A Olowookere

Community Health Department,

Faculty of Clinical Science,

Obafemi Awolowo University

Osun-State

sanuolowookere@yahoo.com

🖁08135051248

3. Evang (HON) Muyiwa Asagunla

Ondo State

Former SSA to Governor

On Youth Matters

Ondo-State

wasagun@yahoo.com

🖁07088314088