

**A. Personal Data:**

1. Full Name (Surname first) Odesanmi Tayelolu Mary
2. Date of Birth 27th May
3. Details of Contact Address:
  - a. E-mail Address(es): [otayelolu@unimed.edu.ng](mailto:otayelolu@unimed.edu.ng),  
tayeodesanmi@yahoo.com
  - b. Mobile Phone Number(s): 2348037555910
4. Nationality Nigerian
5. State of Origin Ekiti
6. Local Government Area Ido-Osi
7. Permanent Home Address 21 Surulere Street Oke Aro Akure
8. Marital Status Single
9. Number of Children and their Ages
10. Next of Kin Pst Mrs Kikelomo Odesanmi
11. Details of Contact Address of Next of Kin:
  - a. E-mail Address(es): Kikeodesanmi@yahoo.com
  - b. Mobile Phone Number(s): 2348038453427
  - c. Permanent Home Address: 21 Surulere Street Oke Aro Akure
12. Date of Assumption of Duty 18th January, 2018
13. Rank/Status of First Appointment Administrative Officer II
14. Present Status Administrative Officer I
15. Date of Last Promotion 1st October 2021
16. Present Salary, Grade Level and Step CONTISS 8 Step 3
17. Date of Confirmation of Appointment 1st October 2021
18. Faculty/Directorate Registry
19. Department/Unit Institute of Advanced Clinical Sciences Education

**B. Educational Background:**

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|-------------------------------|------|
| Obafemi Awolowo University    | 2016 |
| Babcock University            | 2011 |
| St Louis Grammar School       | 2006 |
| St Louis Grammar School       | 2003 |
| King & Queen Intl Nur.Pry Sch | 2000 |
1. **Academic/Professional Qualifications and Distinctions Obtained with Dates**

Master of Public Health	2016
Bachelor of Science in Public Health	2011
Senior Secondary School Certificate	2006
Junior Secondary School Certificate	2003
Primary School Leaving Certificate	2000

### **C. Work Experience with Dates:**

Work Experience in University of Medical Sciences

#### **Institute of Advanced Clinical Sciences Education**

- Organizing and Servicing the institute of Advanced Clinical Sciences day-to-day operations and correspondences
- Acts as the departmental secretary in meetings, drafting of memos, letters, reports and other correspondences
- Liaison with the appropriate divisions of the postgraduate school on staff and students matters
- Preparation of the institute annual report
- Preparation of the institute papers and reports for the postgraduate school
- Participation in the administration of examinations in the institute
- Assisting the institute Master and PhD students on the registration exercise and administrative matters.

#### **Central Office for Research and Development**

- Administrator of the University SAM and Era Commons Portals
- Organizing capacity building training and workshop for staff
- Writing and preparing of the Research Office Annual Reports
- Assist the Director of the Central Office for Research and Development on Official Correspondence

#### **Human Resources**


- Collating of personnel curricula vita
- Sorting and scrutinizing curricula vitae and recommend appropriate personnel for interview
- Responsible for preparation of papers for and the servicing of the meeting of the University's Appointments and Promotions Committees; matters relating to the appointment, promotion, confirmation, transfer, resignation, discipline and retirement of staff.
- Maintenance of record and periodic preparation of staff statistics
- Updating and validating staff records and statistics
- Processing letters of appointment for staff
- Dealing with matters relating to NYSC members posted to the University

#### **Registrar's Office**

- Responsible to the Registrar for the day-to-day running of the office
- Assist the Registrar on official correspondence
- Secretary to the meeting with Registry's Divisional Heads, Registry Staff and other meeting appertaining to the administrative functions of the Registrar
- Carry out any other duties that may be assigned from time to time by the Registrar

### **Conferences, Seminars and Workshops Attended with Dates:**

- Advanced Digital Empowerment Programme for Tertiary Institutions Digital Skills, Cybersecurity and Emerging Technologies (DisCET) 2023
- ACURET-UNIMED Ondo Animal Ethics Training Workshop 2022
- Association of Nigerian University Professional Administrator's Training (ANUPA) 2019
- A 2 -Day Workshop for professional Administrators in the University 2020
- Quality Assurance in Journal Establishment, Management Maintenance and Sustainability Workshop with Association of African Universities 2020
- National Health Research Ethics Committee, Nigeria 'Protection of Human Participants and responsible conduct of Research' 2021
- Advanced Digital Appreciation Programme for Tertiary Institution 2021
- Capacity Building Workshop on Ethics and Integrity in Research: Certificate of Participation 2021
- International Workshop in Forensic Medicine on Sexual Battery Investigation 2021

Signature: 

Date: 25th July, 2024