**Foluke Temitope ADETONA**

**BIO-DATA**

**Date of Birth** **16th March, 1984, Ibadan, Oyo State.**

**Nationality: Nigerian**

**State of Origin:**   **Oyo**

**Local Government Area:** **Egbeda**

**Sex: Female**

**Marital Status:**   **Married**

**Permanent Home Address: Road 13, Pele, Ondo Ife - Road, Ondo**

**Present Postal Address: c/o Wesley University, P M B 507, Ondo.**

**GSM: 08038554404, 07050494833.**

**E-mail address: folukeadetona01@gmail.com**

**Posts Held: Admin Officer I, / Assistant Public Relations Officer.**

**Number of Children & Ages:** **three (3) 9years, 8years & 1year**

**EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES**

* **Wesley University Ondo 2014-2017**
* **The Polytechnic, Ibadan** **2008 – 2011**
* **The Polytechnic, Ibadan Adeseun Ogundoyin Campus, ( Eruwa) 2004 – 2006**
* **Oluponna High School, Iwo, Osun State** **2003**
* **Queen of Apostles Commercial Secondary School, Oluyoro, Ibadan** **1996 – 2002**
* **IDC Primary School, Apatere, Lagelu LGA** **1989 – 1995**

**ACADEMIC QUALIFICATIONS OBTAINED WITH DATES**

* **Bachelor of Science in Mass Communications (BSc) 2017**
* **Higher National Diploma in Mass Communication (HND)** **2011**
* **Ordinary National Diploma in Mass Communication (OND)** **2006**
* **Senior School Certificate Education** **2003**
* **Primary School Leaving Certificate** **1995**
* EMPLOYMENT RECORD IN WESLEY UNIVERSITY, ONDO

**Present Level: Administrator Officer 1, Salary Grade 9/2, October 1st ,2021 till Date.**

**REESPONSIBILITIES AS ADMINISTRATIVE OFFICER 1 AND STUDIO OFFICER**

* **Studio officer in mass communication radio studio October 2012 till October 2022**
* **Selection of University pictures of past and present events for Newsletters**
* Coverage of University events in both radio and television Oct 2012 till date
* Handling of Camera for University both in still and motion
* Assisting the Director in the administration of the unit finance
* Assisting the Director at Senate meeting in Presenting the Unit paper
* Coordinating Public Relations Activities of the University and its Environment
* Placement of University Jingles and Advert to both print and electronic media.

**COMMUNITY SERVICE**

* **Member, Ceremonial Committee on Publicity Wesley University, Ondo 2014 till date.**
* Member, Alumni Committee, Wesley University, Ondo 2023 till date.
* Secretary, Women Fellowship, Methodist Church Nigeria ,Wesleyuni Chapel Ondo 2016 till Date.

**PUBLICATIONS**

* **The Impact of Advertising on Buying Decisions of Animal Feeds and Drugs in the Agricultural Industry. A case study of Global West Farm Limited.**
* **The Effect of Radio Health Education Programme on Rural Settlers. A case study of Abule – Oloke merin’ on Radio O-Y-O (FM).**
* **Students’ Perception of Television as Hindrance to Reading Habits in Selected Tertiary Institution in Ondo State.**

**STATEMENT OF EXPERIENCE WITH DATES**

* Administrative officer at Gold street communication limited ensuring mutual understanding between the organization and the general public.
* Participating in radio drama popularly known as “ABULE OLOKE MERIN” Sponsored by Society for family health. 2006.
* Assisting Students and Lectures on practical for both radio and television productions. Oct 2012 till date
* Coverage of University events in both radio, photograph and television Oct 2012 till date
* Handling of Camera for University both in still and motion.
* Selection of University pictures of past and present events for Newsletter.

Oct 2012 till date

* Placement of University jingles (ADVERT) to media station(s). Oct 2012 till date
* Public Relations Activities of the University and its environment.

**EXTRA- CURRICULUM ACTIVITIES**

Reading, Cooking and Meeting people.

**NAMES AND ADDRESS OF REFREES**

1. **Dr. Julius Adeleke**

**Head of Directorate of Information, Communication &Public Relations Unit &**

**Senior Lecturer, Wesley University Ondo**

**Mobile : 08033457071**

**2 Very Revd. Oluwatosin Godwin Soniran**

**Chaplain, Wesley University, Chapel, Ondo.**

**Mobile: 08060685482**

**3 Pastor Stephen Komolafe**

**Rector of Praise House Hall of Discipleship Mission**

**Mobile 08034707186**

**C/o Wesley University,**

**Ondo,**

**P.M.B 507,**

**Ife-Ondo Road,**

**Ondo.**

**11 August, 2023.**

**To: The Vice-Chancellor,**

**University of Medical Sciences,**

**P.M.B 536,**

**Laje Road, Ondo City,**

**Ondo State.**

**Through: The Registrar,**

**University of Medical Sciences,**

**P.M.B 536,**

**Laje Road, Ondo-City,**

**Ondo State.**

**Dear Sir,**

**APPLICATION FOR THE POST OF STUDIO MANAGER**

**Sir,my name is Foluke T. Adetona, I am humbly applying for the position of studio manager in your reputable institution.**

**I am from Ibadan, in Oyo State.**

**I am currently working in the Public Relations Unit of Wesley University, Ondo.**

**I have over Twelve years of working experience in mass communication radio studio.**

**For more information about me, attached is my Curriculum Vitae for your further action; while anticipating a favorable response from your good office sir.**

**Yours faithfully Sir,**

**Signed**

**Foluke T. Adetona,**