

CURRICULUM VITAE

A. PERSONAL INFORMATION/BIODATA

Full Name: Janet Adejoke JIBOLA-EBO
Date and Place of Birth: Iragbiji, April 16, 1983
Gender: Female
Nationality: Nigerian
State of Origin: Osun State
Local Government: Boripe
Marital Status: Married
Names and Ages of Children: Jibola Inioluwa (8 years),
Jibola Ireoluwa (5 years)

Names and Relationship of Next of Kin with telephone number: Mr. Jibola Azeez (Husband) 08036957432

Permanent Contact Address: Block 1 Plot 5, GRA, Onward Gbongan Road, Osogbo

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B. EDUCATIONAL BACKGROUND

(i) *Educational Institutions Attended with Dates*

Ekiti State University, Ekiti State	2010 - 2016
Federal Polytechnic, Ede, Osun State.	2006 – 2007
Federal Polytechnic, Ede, Osun State.	2003 – 2004
Adetoro Progressive Commercial Training Centre	2001 – 2002
Osogbo Grammar School, Osogbo	1992 – 1998

(ii) *Academic and Professional Qualifications with Dates*

B.Sc. Public Administration with Second Class Hon. (Lower Division)	2016
Higher National Diploma (Upper Division)	2007
National Diploma (Upper Credit)	2004
Certificate in Computer Operations	2002
General Certificate Examination (GCE)	1999

C. WORK EXPERIENCE

Federal Polytechnic, Ede Industrial Training (IT) Establishment Affairs Office	2005 – 2006
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University of Benin, Benin City Assistant Secretary (NYSC) Department of Fisheries, Faculty of Agriculture	2008 – 2009
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Schedule of Duties

- a. Attending to visitors of the Directorate as need be;
- b. Typing and preparing documents, memos and letters for the Director;
- c. Interact with the students to know the purpose of their visit to the Director;
- d. Keeping records and maintain good filing system of students' records;
- e. Preparing Students Notification of Results;
- f. Preparing students' Suspension letters, termination of studentship letters and withdrawal of studentship letters;
- g. Supervision of junior members of staff;
- h. Delegation of job to the junior members of staff;
- i. Giving appropriate reply to students' request;
- j. All other duties as may be assigned by the Director.

D. CO-CURRICULAR PROFESSIONAL EXPERIENCE: Nil

E. MEMBERSHIP OF PROFESSIONAL BODIES:
Member, Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON)

F SERVICE: National Youth Service Corps

G. CONFERENCE ATTENDED WITH DATES

1. 33rd Annual National Conference/Workshop of the Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON) with the themes: "***Advancing the Secretarial Profession to a New Pinnacle in Nigeria and Secretarial Profession in the Changing Digital Era: Challenges and Prospect***" held at University of Benin, Benin City, Edo State between Monday, 7th to Friday, 11th October, 2024.
2. One day Workshop organized by Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON) Osun State University Branch, on the Topic "***The Significance of Maintaining Confidentiality and Discretion in Secretarial Duties***" held on Wednesday, 4th September, 2024.
3. 2nd UNIOSUN Registry Annual Lecture with the title: ***Promoting Professionalism ND Skill-Based Administration of Universities in Nigeria: Which Way, Whose Place?*** held on Tuesday, 31st October, 2023
4. One day Workshop organized by Association of Secretarial Staff of Nigeria (APSSON) Osun State University Branch, on the Topic "***Building Competency in Professional Secretaries for Organizational Growth***" held on Thursday, 20th July, 2023.
5. One Day mandatory Training for Confidential Secretaries, Executive Officers, Clerical Officers and Office Assistants in Osun State University organized by the University Management held on Thursday, 13th October, 2022 at the Olagunsoye Oyinlola Auditorium.
6. 30th Annual National Conference/Workshop of Association of Professional Secretarial Staff of Nigeria (APPSON), Theme: Protecting and Enhancing the Future of Secretarial

Profession in Nigeria, at Shaba Lajiafa Hall, State General Hospital, Ilorin, Kwara State on 4th – 8th October, 2021

7. 1st UNIOSUN Registry Annual Lecture held on Thursday, 26th October, 2021 at the Olagunsoye Oyinlola Auditorium.
8. A Conference on “Advanced Secretarial and Office Development Skill” at Hotel Felona, No 6 Dawson Street, Benin City on 9th to 13th November, 2015.
9. A Conference on “Communication and Report Writing Course for Senior Secretaries” at Nisrel Alausa, Ikeja, Lagos State: Nov. 18th – 22nd, 2013
10. An Intensive Training on “Managing the Boss, Official Schedules and Registry Management” at Excellence Hotel, Ogba, Lagos State: June 3rd – 7th, 2013
11. Sensitization Workshop for Confidential Secretaries in Osun State University, (11th June, 2010 at MLT, SET, Main Campus, Osogbo)

H. EXTRA-CURRICULAR ACTIVITIES:

Reading and Travelling.

I. ANY OTHER RELEVANT INFORMATION:

J. NAMES AND ADDRESSES OF THREE REFEREES:

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Mr. Adeosun A. A.

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Signature & Date:.....

