

Curriculum vitae

A. GENERAL INFORMATION

1. Name: OKEYALE, Elizabeth Oyedoyin
2. Date and Place of Birth: 30th October, 1976, Ogbomoso
3. State of Origin: Osun
4. Local Government of Area: Ejigbo
5. Marital Status: Married
6. Names and Ages of Children (if any): Oyindamola Caleb OLUSOLA (19 years)
Oyinkansola Anjolaoluwa OLUSOLA (16 years)
7. Name and Relationship of Next of Kin with Telephone Number: OKEYALE Olusola (Husband)
08029684451
8. Permanent Contact Address: Lane 1, No. 21, Ifeoluwa Community,
Opp. Grace Cooking Gas, Omobolanle Area, Osogbo.
9. E-mail Address: elizabeth.okeyale@uniosun.edu.ng
10. Cell Phone Number: 08033667907
11. College/Faculty/Unit: Registry
12. Department: Anatomic Pathology & Forensic Medicine
13. Position on First Appointment with the University: Principal Confidential Secretary II
14. Present Position and Salary (grade level and step): Principal Confidential Secretary I, CONTISS 11⁶
15. Date of Present Position (Promotion/Regrading): 1st October, 2019
16. Is your Appointment confirmed? Yes/No: Yes
17. Date of Confirmation of Appointment: 1st October, 2004

B. EDUCATIONAL BACKGROUND

1. Educational Institutions Attended with Dates

- | | | | |
|-------|---|---|-----------|
| (i) | The Polytechnic, Ibadan. | - | 2004/2008 |
| (ii) | LAUTECH Computer Centre | - | 2004 |
| (iii) | The Polytechnic, Ibadan. | - | 2001-2003 |
| (iv) | Olo Community High School Ogbomoso | - | 2000 |
| (v) | Lucky Jax Secretarial Institute, Ogbomoso | - | 1995-1996 |
| (vi) | Anglican Grammar School, Ogbomoso | - | 1989-1994 |

2. Academic and Professional Qualification with Dates/Issuing Authority and Class of Degree/Grade Level

- | | | | |
|-------|--|---|-----------|
| (i) | Shorthand (100wpm/120wpm) | - | 2004/2008 |
| (ii) | Certificate Course in Word Processing and Desktop Publishing | - | 2004 |
| (iii) | National Diploma | - | 2003 |
| (iv) | Typewriting Open Grading Test Stages II and III | - | 1996 |
| (v) | Baratech Computers (Certificate Course) | - | 1995 |
| (vi) | WAEC/NECO | - | 1994/2000 |

3. Other Relevant Qualifications: - Nil

4. Honours, Awards and Distinctions: - Nil

5. Research Fellowships with Dates: - Nil

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM

- (i) Global Nigeria Enterprises, Ogbomoso (Salesgirl/Typist) - May-July, 1997

D.WORK EXPERIENCE IN OTHER UNIVERSITY SYSTEM

EMPLOYER: Ladoké Akintola University of Technology, Ogbomoso

(i) **POST:** Industrial Attachment - 1997-1999

DEPARTMENT: Internal Audit Department, Ogbomoso.

(ii) **POST:** Typist I / Senior Typist II / Senior Typist I - 1999-2006

DEPARTMENT: Internal Audit Department, Ogbomoso.

(iii) **POST:** Senior Typist I - August, 2006

DEPARTMENT: Registry Personnel Unit, Ogbomoso.

(iv) **POST:** Senior Typist I - Oct.-Dec. 2006

DEPARTMENT: Works Unit, College of Health Sciences, Osogbo.

(v) **POST:** Senior Typist I - Oct. 2006-April 2007

DEPARTMENT: College Secretary's Office, College of Health Sciences, Osogbo.

(vi) **POST:** Senior Typist I (Reliever) - Oct. 2006-April 2007

DEPARTMENT: Department of Nursing, College of Health Sciences, Osogbo.

(vii) **POST:** Confidential Secretary II - 2007-2009

DEPARTMENT: Department of Biomedical Engineering/Communication,
College of Health Sciences, Osogbo.

(viii) **POST:** Confidential Secretary II/I - 2009-2013

DEPARTMENT: Medical Library, College of Health Sciences, Osogbo.

(ix) **POST:** Confidential Secretary I / Senior Confidential Secretary - 2013-2017

DEPARTMENT:

Department of Community Medicine, College of Health Sciences,
Osogbo.

(x) **POST:** Principal Confidential Secretary II - January 2018-June, 2019

DEPARTMENT: Department of Medical Microbiology & Parasitology, College of
Health Sciences, Osogbo.

(xi) **POST:** Principal Confidential Secretary II - June, 2019-December, 2020

DEPARTMENT:

Dean's Office, Faculty of Basic Medical Sciences, College of Health
Sciences, Osogbo.

(xii) **POST:** Principal Confidential Secretary II - January, 2021-March, 2021

DEPARTMENT: General Studies Department, Ogbomoso

RESPONSIBILITIES:

(i) Typing of documents, manuscripts, letters etc.

(ii) Taking minutes of the meeting.

(iii) Receiving, recording and dispatching of mails.

(iv) Sorting of mails and filing of documents into appropriate files.

(v) Stamping of students' answer booklets for exams.

(vi) Attending to visitors and answering their enquiries as appropriate.

(vii) Making photocopy of vital documents in the department.

(viii) Coordinating the administrative unit of the department.

(ix) Administration of office imprest.

(x) Supervision of the repairs, maintenance, operations and security of office equipment.

(xi) Rendering secretarial support to the staff and students.

(xii) Supervising casual staff for proper cleaning in the department.

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

- (i) Principal Confidential Secretary II,
Directorate of Internal Audit - April, 2021-July, 2021
- (ii) Principal Confidential Secretary II/I,
Directorate of SIWES - July, 2021-May 2023
- (iii) Principal Confidential Secretary I,
Anatomic Pathology & Forensic Medicine-May 2023 till date

RESPONSIBILITIES:

- (i) Typing of documents, manuscripts, letters etc.
- (ii) Follow-up actions on correspondences
- (iii) Foreseeing and relieving the boss of routine chores
 - (iv) Maintenance of office equipment.
 - (v) Making requisitions and follow-up for office supplies.
 - (vi) Organizing, attending and taking minutes of the meetings.
 - (vii) Assisting in the preparation of briefs for meetings.
 - (viii) Custodian of official confidential records and retrieving them on demand.
 - (ix) Receiving, recording and sorting of mails.
 - (x) Attending to coordinators, students and staff on SIWES and SWE Orientation days.
- (xi) Processing of students' SIWES and SWE Results.
- (xii) Attending to visitors and answering their enquiries as appropriate.
- (xiii) Making photocopy of vital documents in the department.
- (xiv) Coordinating the administrative unit of the department.
- (xv) Administration of office imprest.
- (xvi) Rendering secretarial support to the staff and students.
- (xvii) Supervising cleaners for proper cleaning in the department.
- (xviii) Performing any other work assigned by the boss.

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE - Nil

G. MEMBERSHIP OR PROFESSIONAL BODIES - Association of Professional Secretarial Staff of Nigeria (APSON)

H. SERVICE:

- (i) University - Nil
- (ii) Community - Nil
- (iii) National - Nil
- (iv) International - Nil

I. PUBLICATIONS (if any) - Nil

J. CONFERENCES ATTENDED (indicating titles of papers presented if any)

- (i) College of Health Sciences Capacity Workshop (24th January, 2024)
- (ii) 2nd Registry Annual Lecture – Promoting Professionalism & Skill-driven University Administration: The Role of University Administrators (31st October, 2023).
- (iii) Building Competency in Professional Secretaries for Organisational Growth (Chartered Institute of Professional Secretarial Staff of Nigeria, Uniosun Chapter 2023 Workshop).
- (iv) 1st Registry Annual Lecture – The Place of the Registry in the Effective Administration in The Nigerian University System (Tuesday, 26th October, 2021)

- (v) Registry:Nerve-CentreforSystemDevelopmentandQualityManagement(A3-Day In-HouseTrainingforAllCategoriesofRegistryStaff,August27-29,2019).
- (vi) HarmonyandTeamWork–AfactorforeffectiveservicedeliveryamongProfessional Administrators,ConfidentialSecretaries,ExecutiveOfficers,DataManagementOfficers andTypistsbyANUPA,LAUTECHBranch,onTuesday,May5,2015.

K. EXTRA-CURRICULARACTIVITIES - Readingandlisteningtomusic

L. ANYOTHERRELEVANTINFORMATION
Computer(IT)skills(Microsoftword,ExcelandPowerPoint)

M. SUMMARYOFCONTRIBUTIONTOKNOWLEDGE
TodischargemydutiesfortheinterestsoftheInstitution.

OKEYALE,ElizabethOvedoyin

Name

Signature

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Date

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