

CURRICULUM VITAE

A. GENERAL INFORMATION

1. Name: Mrs OGUNYEMI Omoyemi Oluwaseun
2. Date and Place of Birth: 1st May, 1976, Ile-Ife.
3. State of Origin: Osun
4. Local Government Area: Ife Central
5. Marital Status: Married
6. Name and Relationship of Next of Kin: Mr Ogunyemi Gabriel Olubomi (Husband)
7. Permanent Contact Address: Zone 1, Onibueja Community, Ido-Osun
8. E-mail Address: oluwaseun.ogunyemi@uniosun.edu.ng.
9. Cell Phone No: 08030679744
10. College/Faculty/**Unit**: Academic Planning
11. Department: Nil
12. Position on First Appointment with the University: Confidential Secretary III
13. Date of First Appointment: 28th August, 2012
14. Present Position and Salary: Principal Confidential Secretary II/CONUASS 9/3
5. Date of Present Position: 1st October, 2024
6. Is Your Appointment Confirmed: Yes
3. Date of Confirmation of Appointment: 6th November, 2016.

EDUCATIONAL BACKGROUND

Educational Institution Attended with Dates

1. Osun State University, Osogbo 2023
2. Federal Polytechnic, Ado-Ekiti, Ekiti State 2000 – 2002
3. Mobicom Integrated Resources Com. Ltd, Ado-Ekiti 2002
4. Seventh Day Adventist Grammar School, Ile – Ife 1988 - 1993

Academic and Professional Qualification with Date/Issuing Authority

1. Industrial Relation and Personnel Management 2023

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| 2. Higher National Diploma (Secretarial Studies) | 2004 |
| 3. National Diploma (ND) (Secretarial Studies) | 2002 |
| 4. Certificate in Computer Utilization | 2002 |
| 5. General Certificate Examination | 1995 |

C. WORKING EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM

- (i) Deeper Christian Life Ministry, Ado-Ekiti, Ekiti State (Assistant Secretary)
- (ii) Computer Operator (Self Employed)

D. WORK EXPERIENCE IN OTHER UNIVERSITY

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

- (i) Principal Confidential Secretary – Directorate of Academic Planning Unit. 2023 till date
- (ii) Senior Confidential Secretary – Department of Agricultural Economic and Extension, College of Agriculture, Ejigbo Campus. 2020 – 2023
- (iii) Senior Confidential Secretary – Department of Fisheries and Wildlife Management, college of Agriculture, Ejigbo Campus. 2013 – 2020
- (iv) Confidential Secretary 1 GAP – College of Health Sciences, Osogbo (Medicine Dept) 2010 – 2012
- (v) Confidential Secretary - Department of Agronomy, College of Agriculture 2012 – 2013
- (vi) Dress Code Committee of Osun State University, College of Health Sciences
 - Secretary 2012
- (vii) SIDCAIN Finance Sub-Committee (CHS) - Secretary 2012
- (viii) Course Code and Time Table Committee (CHS) - Secretary
- (ix) College of Health Sciences Academic Board Sub-Committee On “Agreement on Cooperation between Osun State University, Ukraine”. - Secretary. 2012

CO-CURRICULUM PROFESSIONAL EXPERIENCE

Nil

MEMBERSHIP OF PROFESSIONALS BODIES

Association of Professional Secretaries of Nigeria (APSON)
Chattered Institute of Professional Secretaries of Nigeria (CIPPSON)

SERVICE

- (i) University Nil
- (ii) Community Nil
- (iii) National: Invigilation of UTME Joint Admission Matriculation Board April 2013
- (iv) International Nil

I. PUBLICATIONS

Nil

J. EXTRA CURRICULUM ACTIVITIES: Singing

K. ANY OTHER RELEVANT INFORMATION: currently in the Faculty office where I doubled as Secretary and to other Departments in the Faculty.

L. CONFERENCES/WORKSHOPS ATTENDED:

- i. Workshop on Leadership Motivation and Group Dynamics **organized by** The Nigerian Institute of Professional Secretaries NIPS Training and Development and Group Dynamics. September 14 – 18, 2015.
- ii. Workshop on Advanced Digital Computer Appreciation Programme for Tertiary Institution organized by Osun State University, Osogbo. (2018).
- iii. 12th National Annual Secretarial Conference organized by **the Nigerian Institute of Professional Secretaries** holding between 22nd to 26th October, 2019 at the Federal Polytechnic, Nekede, Owerri, Imo State.
- iv. A-Day Training Workshop Organized for Confidential Secretaries, Executives Officers, Clerical Officers and Office Assistants in Osun State University Held on Thursday, 13th October, 2022 at Olagunsoye Oyinlola Auditorium, Osun State University, Main Campus, Osogbo.
- v. A-Day Training Workshop Organized by Association of Professional Secretarial Staff of Nigerian (APSSON), Osun State University Branch held on Thursday, 13th October, 2023 at Store Multi-Purpose, Osun State University, Main Campus, Osogbo.
- vi. TETFUND Sponsored Workshop on “Understanding and Managing the Dynamics of Secretaries and Office Administration for efficiency in Service Delivery” organized by Nigerian Institute of Public Relations at the UI Conference Hall, Ibadan on the 7th – 11th April, 2024.