

CURRICULUM VITAE

A. GENERAL INFORMATION:

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|---|--|
| 1. Name: | ADENLE, Adekemi, Chidinma |
| 2. Date and Place of Birth: | 12 th of March, 1979, Ibadan. |
| 3. Gender: | Female |
| 4. Nationality: | Nigeria |
| 5. State of Origin: | Osun State |
| 6. Local Government of Area: | Olorunda |
| 7. Marital Status: | Single |
| 8. Name and Age of Children: | N/A |
| 9. Name & Relationship of Next of kin
With Telephone Number: | Dr. A. D Adenle, Father,
08088417886 |
| 10. Permanent Contact Address: | No 1, Biket Medical Centre,
Osogbo, Osun State. |
| 11. E-mail Address: | adekemi.adenle@uniosun.edu.ng |
| 12. Cell Phone Number: | 07058419610 |
| 13. College/Faculty/Unit: | Vice Chancellor's office |
| 14. Department: | Information Management
and Technology Centre |
| 15. Position on First Appointment with University | Support Service Administrator II |
| 16. Present Position and Salary:
(Grade level and step): | Support Service Administrator I
CONUNASS 8 ⁴ |
| 17. Date of Present Position
(Promotion/Regrading): | 1/10/2023 |
| 18. Is your appointment confirmed? | Yes |
| 19. Why Not? | N/A |
| 20. Date of Confirmation of Appointment: | 4/5/2023 |

B. EDUCATIONAL BACKGROUND

1. EDUCATIONAL INSTITUTION ATTENDED WITH DATES

- | | |
|--|-------------|
| i. SacredHeart University, Fairfield, Connecticut, USA. | 2010 - 2014 |
| ii. Augsburg College, Minneapolis, Minnesota, USA | 2006 - 2010 |
| iii. Normandale Community College Bloomington, Minnesota, USA | 2003 - 2006 |
| iv. Our lady and St. Francis Catholic College, Osogbo, Osun State. | 1994 - 1998 |
| v. St Clare's Nursery and Primary School, Osogbo, Osun State. | 1983 - 1990 |

2. Academic and Professional Qualifications with Dates / Issuing Authority.

- | | |
|--|------|
| i. Master of Science (M.Sc. IT) (Information Technology) | 2014 |
| ii. Bachelor of Arts (B.A MIS) (Management Information System)(Unclassified) | 2010 |
| iii. Associate of Arts (A.A) | 2006 |
| iv. WASSCE | 1998 |
| v. Primary Six School Leaving Certificate | 1990 |

2b. PROFESSION QUALIFICATIONS OBTAINED WITH DATE

- | | |
|--|------|
| i. Train The Trainer | 2023 |
| ii. ICDL Certificate of Attendance | 2021 |
| 3. Other Relevant Qualifications: | |
| i. Minor in Business Administration | 2010 |
| 4. Academic Honours | |
| i. Honours of Associate of Arts Degree | 2006 |
| 5. Research Fellowships with Dates: | N/A |

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM

- | | |
|---|-------------|
| i. Game shop, Minneapolis, Minnesota | 2007 - 2008 |
| Duties: | |
| <ul style="list-style-type: none"> • Distributing game materials to customers • Renting games to customers. | |
| ii. Catholic homeless shelter in Minneapolis, Minnesota | 2007 - 2008 |
| Duties: | |
| <ul style="list-style-type: none"> • Distributing food to homeless people in homeless shelters. • Distributing used clothes to homeless people in homeless shelter. | |

D. WORK EXPERIENCE IN OTHER UNIVERSITY (Indicating names and addresses of employers)

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|---|------------|
| i. Augsburg College, Minneapolis, Minnesota (Human Resources Student Assistant) | 2006 –2007 |
| Duties: | |
| <ul style="list-style-type: none"> • Recording Staff information in the database. • Sorting staff and student documents in their various files. • Attending to staffs various issues concerning their Tax and Insurance. • Distribution of staff payslip. • Training of Staff on Work ethics | |
| ii. Augsburg College, Minneapolis, Minnesota (Library Catalogue Assistant) | 2008- 2009 |
| Duties: | |
| <ul style="list-style-type: none"> • Adding security strips to books and stamping school Logo on books. • Cataloguing of books according to library method. • Lending books to Students. • Arranging library cards according to the library method. • Training of students how to search for books and journals on the library portal. | |
| iii. Augsburg College, Minneapolis, Minnesota (Chemistry Laboratory Assistant) | 2010 -2011 |
| Duties: | |
| <ul style="list-style-type: none"> • Plotting experiment sample on graphs. • Training of students on how to use laboratory apparatus. • Experimenting on Chemistry samples. • Assist in conducting laboratory safety examinations. | |

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY**i. (Support Services Administrator I)(SSAI)**

2023 - till

date

Duties:

- Technical support for Online lecture delivery.
- Providing technical support for Computer Base Test.
- Implementing Under unit and Over unit of courses for Students
- Assisting with Accreditation of courses.
- Regular upgrades of systems to make it updates.
- Installing of Software's Drivers.
- Solving payment issues on the portal.
- Registration of Courses.

ii. (Support Services Administrator II)(SSAII)

Dec2019 –

Oct2023

Duties:

- Treating Leave of Absence for students.
- Resolving Portal issues of undergraduate Students.
- Issuing ID Cards for both Staff and Students.
- Add and Remove Courses for Students.
- Solving payment issues on students Portal

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE:

N/A

G. MEMBERSHIP OF PROFESSIONAL BODIES:

- i. International Association of Engineer (IAENG).

H. SERVICE:

- | | |
|-------------------|-----|
| i. University | Nil |
| ii. Community | Nil |
| iii. National | Nil |
| iv. International | Nil |

I. PUBLICATIONS (if any):

N/A

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

N/A

K. EXTRA-CURRICULAR ACTIVITIES:

- Voluntary in Homeless shelter, Reading.

L. ANY OTHER RELEVANT INFORMATION:

N/A

M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE:

N/A

N. REFEREES:

1. Mr Vincent C. Okeke,
Chief Technical Officer,
Information Management and Technology Centre,
Osun State University,
08033806940
2. Mrs. Yemi Fatokun
Chief Support Service Administrator,
Information Management and Technology Centre,
Osun State University,
08035822511
3. Professor Dominic Pinto
Chairman of Computer Science Department
SacredHeart University
Fairfield, Connecticut
CT 06825
Pintod@sacredheart.edu

ADEKEMI ADENLE CHIDINMA

DATE:

