

CURRICULUM VITAE

A. GENERAL INFORMATION

1. Name: ODETAYO, Adepeju Christianah
2. Date and Place of Birth: July 26, 1981, Ibadan
3. State of Origin: Osun State
4. Local Government Area: Ilesa West
5. Marital Status: Married
6. Names and Ages of Children: (1) DivineFavour 14 years, (2) Delight 12 years,
(3) Dan 8 years
7. Names and Relationship of Next of Kin
with Telephone number: Mr. Odetayo Odekunle Daniel, Husband,
08134249274
8. Permanent Contact Address: Zone K, No 31, Kobongbogboe Area,
Ikirun Road, Osogbo.
9. Email Address: adepeju.odetayo@uniosun.ng
10. Cell Phone Number: 08066781894
11. College/Faculty/Unit: Student Affairs Unit
12. Department: Registry
13. Position on First Appointment with the
University: Office Assistant
14. Present Position Salary (grade level
and Step): Supervisor, Contiss 5/7
15. Date of Present Position (Promotion/
Regrading): 1st October, 2017
16. Is your appointment confirmed? Yes
17. Date of confirmation of Appointment: 29th December, 2010

B. EDUCATIONAL BACKGROUND:

1. Educational Institutions Attended with Dates:

University of Ibadan	2022
Ogedengbe Commercial High School	2001
Omikunle Comprehensive High School,	
Ore Ondo State	2007
A.G.S. Computer Training School,	
Osogbo	2010

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

Diploma in Public Administration	2022
National Examination Council (NECO)	2001
National Examination Council (NECO)	2007
Certificate in Computer	2010

3. Other Relevant Qualifications Nil

4. Honours, Awards and Distinctions Nil

5. Research Fellowships with Dates Nil

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM (including names and address of employers):

Employer: Omikunle International Nursery and Primary School, Ore, Ondo State

Position: Class Teacher

Date: 2006 – 2007

D. WORK EXPERIENCE IN OTHER UNIVERSITIES (Including names and address of employers): Nil

E. WORK EXPERIENCE IN OSUN STATE UNIVESITY

1. **Office Assistant:** College of Education,(Provost's Office) Ipetu-Ijesa 2007 – 2009

Job Responsibility

- o Filing of document
- o Photocopying document
- o Keeping files
- o Receiving mails
- o Dispatching mails
- o Attending to students
- o Any other duties assigned by the head of department.

2. **Officer Assistant:** College of Agriculture, (Provost's Office) Ejigbo 2009 – 2014

Job Responsibility

- o Filing of document
- o Photocopying document
- o Keeping files
- o Receiving mails
- o Dispatching mails
- o Attending to students
- o Any other duties assigned by the head of department.

3. **Senior Office Assistant:** College of Set, (Department of Mathematics and Physical Science) Osogbo 2014 – 2015

Job Responsibility

- o Filing of document
- o Photocopying document
- o Keeping files
- o Receiving mails
- o Dispatching mails
- o Attending to students
- o Any other duties assigned by the head of department.

4. **Senior Office Assistant:** Personnel Affairs Unit, Osogbo 2015 –
2016

Job Responsibility

- o Filing of document
- o Photocopying document
- o Keeping files
- o Receiving mails
- o Dispatching mails
- o Attending to students
- o Any other duties assigned by the head of department.

5. **Caretaker:** Students' Affairs Unit, Osogbo. 2016 –
2020

Job Responsibility

- o Filing of document
- o Photocopying document
- o Keeping files
- o Receiving mails
- o Dispatching mails
- o Attending to students

Any other duties assigned by the head of department

6. **Supervisor:** Students' Affairs Unit, Osogbo 2020 to
date

Job Responsibility

- o Filing of document
- o Photocopying document
- o Keeping files
- o Receiving mails
- o Dispatching mails
- o Attending to students
- o Any other duties assigned by the head of department.

F. **CO-CURRICULUM PROFESSIONAL EXPERIENCE:** Nil

G. MEMBERSHIP OF PROFESSIONAL BODIES: NIL

H. SERVICE:

1. Service to the University

- ❖ Contributed financially to the Access Road leading to Osun State University, Main campus, Osogbo, Osun State.

2. Service to the Community

- ❖ Contributed financially to the rehabilitation of the rainstorm blown roof of a classroom block at Ogidan Grammar School, Oke-Baale Area, Osogbo (2009)
- ❖ Contributed financially to the Access Road leading to Osun State University, Main Campus, Osogbo, Osun State.

3. Service to the Nation Nil

4. Service to the International Nil

I. PUBLICATIONS (if any) Nil

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

- a. **Current Trends in Synergizing the Roles of Different Stakeholders in Enhancing University Development (3rd Registry Annual Lecture)** Osun State University, Osogbo

28th August,

2024

- b. **Developing a Strong Work Ethic for Organization and Career Success** organized by NASU,

Osun State University

23rd November,

2023

- c. A day training workshop organized for Confidential Secretaries, Executive Officers, Clerical Officers and Officer Assistants in Osun State University

13th October, 2022

d. **Advanced Digital Appreciation Programme for Tertiary Institutions** at the
Osun State University, Osogbo 5th
-9th October, 2020

e. Conference on **Effective Communication at the Administrative Staff College
of Nigeria** (ASCON) Complex, Topo-Badagry.
5th – 9th August, 2019

K. EXTRA-CURRICULUM ACTIVITIES Music, Reading and
Sporting

M. NAMES AND ADDRESS OF THREE (3) REFEREES.

1. **Dr. Julianah Akindele**

Acting Dean, Students' Affairs

Osun State University

Osogbo

07032575461

2. **Mrs. C.O. Daramola**

Principal Confidential Secretary

Osun State University

Osogbo

08060145070

3. **Mrs. Bose Mayowa Ojuola**

Deputy Director of SIWES

Osun State University

Osogbo

08032018717

Name, Signature and Date:.....

