OSUN STATE UNIVERSITY, OSOGBO
APPOINTMENT CURRICULUM VITAE (NON-TEACHING)

A. GENERAL INFORMATION:

1. Name:	**Julianah Adeola ADEGBEMI**
2. Date and Place of Birth:	23rd July, 1985
3. Gender:	Female
4. Nationality:	Nigerian
5. State of Origin:	Osun State
6. Local Government Area:	Ede South
7. Marital Status:	Married
8. Names and Ages of Children:	
(a) Toluwanimi Testimony Adegbemi	(17 Years)
(b) Temiloluwa Peter Adegbemi	(15 Years)
(c) Oluwajomiloju Fortunate Adegbemi	(11 Years)
9. Name and Relationship of Next of Kin:	Adegbemi Gbenga/Husband
Phone Number:	08063064210
10. Permanent Address:	Ile Anu Community, Behind Redeem College of Mission, Ededimeji, Ede
11. E-mail Address:	oyetadejulianahadeola25@gmail.com
12. Cell Phone Number:	07061783940/09016556571
13. College/Faculty/Unit:	SIWES
14. Department:	Registry
15. Position of First Appointment with the University:	Support Staff (Confidential Secretary)
16. Present Position and Salary:	Confidential Secretary I (CONUNASS 7)
17. Date of Present Position:	5th January, 2026
18. Is Your Appointment Confirmed:	No
19. If No, Why Not:	Fresh Appointment
20. Date of Confirmed Appointment:	Nil

B. EDUCATIONAL BACKGROUND:

1. **Educational Institutions Attended with Dates:**

(a) Osun State University, Osogbo	In-view
(b) Federal Polytechnic, Ede	2012 – 2015
(c) Federal Polytechnic, Ede	2001 - 2005
(d) Community High School, Iwoye	2001 – 2003
(e) C.A.C Grammar School, Ede	1997 – 1999

(f) L. A Primary School, Alajue 1991 – 1997

2. **Academic and Professional Qualification with Dates/Issuing Authority and Class of Degree/Grade Level:**
   (a) BSc. in Business Administration In-view
   (b) Higher National Diploma in Office Technology & Management (Upper Credit) 2015
   (c) Ordinary National Diploma in Secretarial Administration (Lower Credit) 2005
   (d) West African Examination Council 2023
3. **Other Relevant Qualifications:** Nil
4. **Honour, Awards and Qualifications:**
   Award of Meritorious Service 2013
5. **Research Fellowship with Dates:**
   (a) Effects of Modern Machine in Office of Today 2005
   (b) Communication, Human Relation and Ethical Skills Required of a Secretary in the Era of Information Technology 2015
   (c) Management Perceptions about Performance of Secretaries with Higher National Diploma (HND) and Bachelor of Degree (BSc.)

C. **WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM:**
   (a) Federal Polytechnic, Ede at Office Technology Management Department 2021 – 2022
   Part- Time Lecturing
   (b) NPOWER 2018 – 2020
   Teaching at C.A. C Grammar School, Ede
   (c) National Youth Service Corps (NYSC) at Federal Polytechnic, Ede (Estab. Department)2015 – 2016
   Confidential Secretary
   (d) Big God's Choice College, Ijoko Ota, Ogun State 2007 – 2012
   Teaching
   (e) Federal College of Education Technical, Akoka, Lagos 2006
   Industrial Training

D. **WORK EXPERIENCE IN OTHER UNIVERSITY:** Nil

E. **WORK EXPERIENCE IN OSUN STATE UNIVERSITY:**
   Confidential Secretary (Support Staff) 2023 – 2025
   Typing of memos and letters.
   Taking minute of meetings.
   Allocation of supervisors to assess the students on SIWES.
   Collation and input of students' results.
   Assisting the students to rectify portal errors.

Downloading of students' master and placement lists.

Uploading of both master and placement lists to the ITF.

Filing and safeguarding of students' results, etc.

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

G. **MEMBERSHIP OF PROFESSIONAL BODIES:**

Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON) Member

H. **SERVICE:**

i. University Yes

ii. Community Yes

iii. National NYSC

iv. International Nil

I. **PUBLICATIONS:** Nil

J. **CONFERENCE ATTENDED:**

Certificate of Attendance:

3rd Registry Annual Lecture:

Theme: The Roles of all Stakeholders in University Administration in the 21st Century

Topic: Current Trends in Synergizing the Roles of Different stakeholders in Enhancing University Development. 2024

4th Registry Annual Lecture:

Theme: The Human Touch Driving University Excellence Through Interpersonal mastery

Topic: the Registry as the Heart University: Cultivating Connection, Collaboration and Excellence through Interpersonal Skills for Effective Institutional administration. 2025

K. **EXTRA-CURRICULAR ACTIVITIES:**

(a) Teaching

(b) Typing

(c) Singing

(d) Counseling

(e) Reading

L. **OTHER RELEVANT INFORMATION:**

(a) Possess strong analytical and problem-solving skill.

(b) Resourceful in completion of projects and effective at multitasking.

(c) Excellent written and verbal communication skill.

(d) Take conscious efforts to put to use new discoveries.

(e) Proficient in use of Microsoft office packages and other office tools such as Microsoft Word, Excel, Power Point, Easy Worship, Database, etc.

M. **SUMMARY OF CONTRIBUTION TO KNOWLEDGE:**

To secure the role of secretary in a growth-oriented organization where I will make contributions in improving the administrative functioning as well as helping senior management in utilizing time more effectively.

N. **REFEREES:**

Prof. Olukoya Ogen
Director,
Office of Research and Innovation Management (ORIM)
Osun State University,
Osogbo.
Tel: 08057420702

Prof. S. Yakubu
Director, Student Industrial Work Experience Scheme, (SIWES)
Osun State University,
Osogbo.
Tel: 08032775853

Rev'd Dr. Nathaniel O. Oyewole
Minister-in-charge,
First Baptist Church, Oke Apaso,
Ede.
Osun State.
Tel: 08032067735

Julianah Adeola ADEGBEMI _____ _____
Staff Name Signature Date