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| OGUNGBOLA DOLAPO JULIANA |

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| PHONE NUMBER: 07069025705, 08058620296  ADDRESS: 19b, Babani street, Ebute Metta west, Apapa road, Lagos State. | EMAIL: [djulian317@gmail.com](mailto:djulian317@gmail.com) |

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| Objective | To apply my skills and potentials to the best of my ability in an organization that creates a stimulating and challenging environment. To add value to the productivity of the organization where potentials can be fully maximized and contribute to the economic well-being of the organization. |
| Skills & Abilities | Professional writing  Intermediate knowledge of Microsoft Office suite  Extended research work  Interpersonal relationship  Can work in any conditions under minimal supervision.  Hard worker and a fast learner.  Strong team player.  Ability to analyze information |
| Experience | **CATHOLIC RELIEF SERVICES(CRS) August 2020 – DECEMBER 2020** Provide support for pediatric and adolescent clients enrolled in care, conduct client tracking and help ensure retention to care.  **Key Responsibilities**   * Support linkage of CALHIV to care and treatment * Provide early treatment, adherence and retention support for CALHIV and their caregivers * Promote timely drugs pick up and conduct of laboratory investigations particularly Viral Load * Support enrollment of adolescent into OVC programs * Conduct client tracking via phone or home visit where necessary * Proper documentation using appropriate tools and registers  **State secretariat, ibadan, oyo state (nysc)** October 2018 - SEPTEMBER 2019 **AUDIT DEPARTMENT**   * Managed file transfer from one office to another * Assisted in the review of the agency's business processes * Vouching bank deposits and petty cash payments   **COUNSELLING DEPARTMENT**   * Providing vocational and social services to young adults * Creation of youth seminars and forum Such as youth entrepreneurship program  **CIVIL SERVICE HOSPITAL, ILORIN, KWARA STATE** MAY - JULY 2018 **IMMUNIZATION AND FAMILY PLANNING SERVICE**   * Counselling the nursing mother’s on how to take care of themselves and the expected new babies * Counselling on types and usefulness of various family planning methods to women * Counselling to ensure and promote good family health  **GOVERNMENT DAY SECONDARY SCHOOL, OKO ERIN, ILORIN, KWARA STATE** MAY - JULY 2017 **SOCIAL SCHOOL WORK**   * Counselling the girls on various topics which includes: General hygiene, women monthly cycles and improving self-abilities. * Encouraged and improved interpersonal relationship and communication among student.  **RCCG HABITATION OF HOPE, REDEMPTION CAMP, MOWE, OGUN STATE** JULY - OCTOBER 2015 **COUNSELLOR**   * Counselling some homeless people on their emotional and mental issues * Assisted people with their transition from their problems to their stage of emotional wellness * Referred some problems to the relevant authorities |
| CERTIFICATIONS | Chartered intitute of personnel management (cipm) PROFESSIONAL EXAMINATION 2 - DECEMBER 2020 NATIONAL YOUTH SERVICE CORPS (NYSC) OCTOBER 2019 |
| Education | UNIVERSITY OF ILORIN  ILORIN, KWARA STATE  B.sc social work 2014 - 2018 (2nd Class Upper) Federal science and Technical College  IJEBU-IMUSIN - ssce 2010 - 2013 Lagos State Junior Model College  IGBOKUTA, IKORODU - JSS 2007 - 2010 MINAK INTERNATIONAL SCHOOL  EBUTE METTA, LAGOS 2001 - 2007 |
| References | Reference Name TO BE PRESENTED ON REQUEST |