

OLAYANJU JANET OMOBOLANLE

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+2347014785003

7, omotara street, J-Olam,
Agbowo. Ibadan, Oyo state

OBJECTIVE

An individual with team spirit and a positive can-do attitude. Highly organized with well-developed communication and time management skills. Punctual and puts organization's goals at the fore-front. Capable of working in a fast paced and challenging environment and can make a real commercial impact as well as improve an employer's business performance.

EXPERIENCE

May
2022 -
Till date

Code School Africa

Office Assistant Secretary

Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)

Greet and [welcome guests](#)

Answer questions and address complaints

Answer all incoming calls and redirect them or keep messages.

Check, sort and forward emails

Monitor office supplies and place orders when necessary

Keep updated records and files

Monitor office expenses and costs

Take up other duties as assigned (travel arrangements, schedules etc.)

Feb 2022
- April
2022

Ojo Primary Heath Center

INTERNSHIP

- Develop programs, materials, and events to teach people about health topics.
- Teach people how to manage existing health conditions.
- Help in checking blood pressure through the use of sphygmomanometer

April
2018 -
June
2020

Jirayo group of schools, Oyo, Oyo State.
School Administrator

- Managing budgets, logistics, and events of the school
- Counsel students when needed
- Help shape and uphold the vision of the school
- Ensure the school complies with relevant laws and regulations
- implement action that improve the school and the quality of education

February
2019 -
April
2019

Independent National Electoral Commission
Registration Area Technical Support (RATECH)

- Mainly in charge of card readers on the day of election.
- Supervises the conduct of poll in a cluster of polling Units.
- Assists in training Poll Officers under his/her supervision
- Regularly visits Polling Units under his/her supervision to address issues on card readers during the period of the elections
- Ensures the delivery of the Card Readers to the RA Collation Officer by the Presiding Officer and retrieves it from him/her after collation.
- Also work hand I'm hand with the collation officer and help in sending the result to the head office

December
2016 -
May
2018

Primary Health Centre, Boroboro, Oyo, Oyo State.
Community Health Extension Worker (CHEW)

- Facilitated healthcare and social service system navigation
- Reduced social isolation among patient populations
- Enrolled individuals into health insurance plans
- Provided informal counseling, health screenings and referrals
- Educated the community on how to maintain good personal hygiene.

November
2015 -
October
2016

CAN Liberty Secondary School, Talata Marafa, Zamfara State)
National Youth Service Corps (NYSC)

- Taught Biology to students in SS classes
- Organized quiz and spelling bees competition for students
- Organized tutorials for students preparing for WAEC.

March
2015 -
April
2015

PEAMARK Hospital, Alalubosa, Oyo Oyo State
INTERNSHIP

- Record patient's medical history, vital statistics and information into charts and EMR.
- Learned how to triage patients and make sure they are ready for the doctor to see.

October
2014 -
November
2014

Anglican Methodist Grammar School, Oyo, Oyo State.
Teaching Practice

- Taught Basic Science to students in JS classes
- Organized quiz and spelling bees competition for students.

EDUCATION

2011-
2015

University of Ibadan
Health and safety education (M.Sc in view)

2003 -
2011

Ekiti State university
B.Sc in Health Education
Second class lower

1998-
2003

EACOED Model High School, Oyo, Oyo State.
SSCE

St. Andrew's Nursery & Primary School, Oyo, Oyo State
First School Leaving Certificate (FSLC)

SKILLS

- Leadership Skill • Problem Solving and Decision Making Skills • Time Management Skill • Learning and Adaptive Skills • Team Management and Interpersonal Skills • Attention to Details • Analytical Thinking

ACTIVITIES

- VOLUNTARY SERVICES • HIV awareness and prevention program, Zamfara state, 2016. • Community Development Service, NDLEA, Zamfara state, 2016

REFERENCE

- **Dr Ogunsola - "Emmanuel alayande college of education "**
Lecturer
Ogunsolamuftau@gmail.com
08032099120
- **Engr David Akomolafe - "Revolution plus property "**
Site Engineer
08165644089

ADDITIONAL INFORMATION

PROFESSIONAL INSTITUTIONS ATTENDED WITH QUALIFICATIONS

Mindware Consulting Ltd (Aviliation with

Chartered Institute of Environmental Health and Safety
(CIEHS)2021)

Health, Safety & Environment (HSE): Level 1- Risk management;

Level 2-indudtrial Accident prevention & control;

Level 3- environmental awareness