

OGUNADE OLUWAFUNMIBI ESTHER

Galilee Road, Apple Street 2, Number 32 Ifelodun Close.

Mobile Telephone: +2347015079867 Email: oluwaogunade64@gmail.com

PERSONAL PROFILE

Enthusiastic librarian and information Scientist eager to contribute to team success through hard work, attention to detail, and excellent communication skills. Ability to think analytically and to develop new or revised systems, procedures, and workflow. Ability to exercise initiative and independent judgment. Motivated to learn, grow and develop in the field.

SKILLS

- Social Media Management
- Communication and Interpersonal Relations
- Problem-solving and critical thinking abilities
- Editing and Research
- Attention to details
- Research

KEY TECHNICAL SKILLS

<i>Microsoft PowerPoint</i>	<i>Email Marketing</i>
<i>Proof Reading and Editing</i>	<i>Microsoft Excel</i>
<i>Microsoft Word</i>	<i>Microsoft Office</i>

KEY TOOLS

<i>Zoom</i>	<i>Grammarly</i>
<i>Canva</i>	
<i>Microsoft Teams</i>	
<i>Canva</i>	

TECHNICAL CERTIFICATIONS & TRAINING

- Introduction to Microsoft Excel 2019
 - Introduction Microsoft PowerPoint 2020
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WORK EXPERIENCE

Secretary to the Head of the Department of Mathematical Science – Ajayi Crowther University, November 2021 -October 2022

- Working in a receptionist capacity to greet clients, customers, and visitors.

- Answering and directing phone calls.
- Organizing documents and paperwork and maintaining a filing system
- Assisting the Head of the Department and other members of staff with departmental projects and tasks.
- Taking the minutes of meetings.
- Typing and dispatch of internal memorandums.
- Maintaining office schedules.
- Registration of new students in the department.
- Typing and editing of documents in the department.

Industrial attachment - University of Ilorin library, University of Ilorin, Ilorin, Kwara state, March

2019 – October 2019.

- Registration of library uses.
- Cataloging and classification of library materials.
- Providing customer service to library users.
- Providing suggestions for library users about new books to try.
- Creating an online database for easy access to library materials for members and staff.
- Sorting and arranging reference materials
- Helping library users check out books.
- Cleaning and arranging library materials to make sure they are not mutilated, stolen, or mishandled.

EDUCATION

University of Ilorin, Nigeria

B.Sc. Library and information science

October 2020

- Second Class Honors (Upper Division) - 3. 55/5.0
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HOBBIES AND INTERESTS

- Reading
- Surfing the Internet
- Fitness
- Traveling

REFERENCES

Professor A. Arigbabu

Hon. Commissioner for Education, Science and Technology, Ogun State.

Ogun State Ministry of Education, Science and Technology

Abeokuta, Ogun

State Phone

Number:

08033507224

Email Address: arigbabu@tasued.edu.ng

Professor B. O.

Popoola Deputy

Vice

Chancellor,

Ajayi Crowther

University, Oyo,

Oyo State.

Phone Number: (+234)

8033805160Email:

whereispopsn@gmail.com

Professor A. O. Idowu

Professor of Library and Information Science, Faculty of Communication, and Information Sciences
University of Ilorin.

Ilorin, Kwara State

Phone Number: 08033359008

Email Address: idowu.ao@unilorin.edu.ng