

## CONTACT

### ITUNUOLUWA OYINDAMOLA OLOYEDE

@ itunesjay16@gmail.com

☎ 08161327064

📍 5 Unity Layout, Askar Paint Road, Eleyele,  
Ibadan, Oyo State.

f Oloyede Itunuoluwa



## PERSONAL DETAILS

- Date of Birth : 04/05/1995
- Marital Status : Single
- Nationality : Nigerian

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

*June 2019 - June 2020*

- **(NYSC) - Ministry of Culture and Tourism, Abeere, Osogbo, State of Osun, Nigeria**  
Cultural Assistant
  - Typing of various document required for the smooth running of the daily activities of the department I was attached to.
  - Giving suggestions during meeting as regards how money can be generated via cultural events in the state
  - Ensure adequate cleanliness of the office and it's environment
  - Attending various cultural gathering across the length and breadth of the State of Osun such as Isinro Festival Ila Orangun, Olojo Festival Ile Ife, Osun-Osogbo Festival, Karele Oodua to mention a few.

*November 2017 - March 2018*

- **Southland Concept Hotel and Suites, Ologuneru, Ibadan, Oyo State**  
Internship (Kitchen Assistant)
  - Ensure the food preparation area is clean and hygienic.
  - Wash utensils, dishes, cutleries and store them appropriately.
  - Sorting and storing cooking ingredients at the right temperature.
  - Preparation of Salads and Dessert

July 2017 - October  
2017

- **Wallan Hotel ( Formerly D'Rovans Hotel), Ring road, Ibadan, Oyo State**  
Internship (Receptionist)
  - Welcome guest and inform them about the hotel rates and services.
  - Make and confirm reservation for guests.
  - Ensure proper room allocation, register and check guest in.
  - Maintain clean and accurate records of guests room bookings and hall reservation.
  - Liaise with necessary staff including housekeeping and maintenance to address any problems or complaints made by guests.
  - Complete and maintain any incident reports, daily activity report or other reports requested by management.
  - Manage conference room bookings and scheduling.

January 2013 -  
March 2020

- **University College Hospital ( UCH), Orita meta, Ibadan, Oyo State**  
Research assistant to Family Medicine Doctors (GOPD)
  - Recruit, interview and get the patients consent by explaining the rudiment of the research to them and what they stand to benefit from the research.
  - Review and edit data to ensure completeness and accuracy of information gathered.
  - Input collected data from the questionnaire administered on SPSS.
  - Go through the patient case more to get required information as regards the research being carried out.
  - Check patient sugar levels with the aid of a glucometer.
  - Conduct urinalysis.
  - Direct patient to the laboratory for blood sample collection and analysis.
  - Perform miscellaneous job-related duties as assigned by the doctor.

## EDUCATION

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November 2013 -  
May 2019

- **Federal University of Agriculture, Abeokuta, Ogun State**  
Bachelor of Science - Hospitality and Tourism  
Second Class Upper Division (4.26)

January 2019 - April  
2019

- **Stay up Aviation Institute of Technology, Ring road, Ibadan, Oyo State**  
Diploma - Aviation Management  
Diploma

*September 2008 -  
May 2011*

- **Oladipo Alayande School of Science, Oke bola, Ibadan, Oyo State**  
Senior School Certificate Examination  
SSCE

*September 2005 -  
May 2008*

- **Onireke Girls High School, Links Reservation Area, Mokola, Ibadan, Oyo State**  
Junior School Leaving Certificate  
JSCE

*September 1996 -  
May 2005*

- **Saint Isabel Group of Schools, Benjamin, Ibadan, Oyo State**  
Primary School Leaving Certificate

## SKILLS

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- Good time management
- Determination and persistence
- Good communication and interpersonal relationship skills
- Effective team leader
- Keen eye for detail
- Ability to work under pressure
- Catering

## PROJECTS

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- **Quality attribute of Plantain (*Musa paradisiacal*) sponge cake supplemented with Watermelon (*Citrullus lanatus*) rind flour**  
Federal University of Agriculture, Abeokuta, Ogun State.  
May 2018 - April 2019

## LANGUAGE

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- Yoruba
- English

## INTERESTS

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- Baking
- Travelling
- Cooking

## ACTIVITIES

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- Fashion designing: Bimgold Fashion Institute, Osogbo, State of Osun. August 2019 - June 2020
- Fashion Designing: Muzty B. Fashion world, Osogbo, State of Osun. February 2020 - December 2020