

## **Stanley Osinachi NWOSU**

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### **SUMMARY**

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Result oriented expert in community development and resource management. Experienced in ethnographic and social research. Efficient knowledge of office practice with valuable experience. Passionate about learning and innovations geared towards improved delivery of services.

**Interest:** Human resources, administration, social research, community development

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### **EXPERIENCE**

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**Department of Archaeology and Anthropology, University of Ibadan** **2018 – 2019**

*Ad-hoc administrative support*

- Assisted in field handling, and teaching of undergraduate students during field work.
- Assisted in documenting and reordering the Exams and Records office.
- Assisted in filing, typing and scanning and student's academic records.
- Assisted in undergraduate examination invigilation.

**Kwara State Ministry of Health, Ilorin** **2016**

*Ad-hoc polio immunization staff*

- Conducted house to house monitoring of immunization outreach in Isanlu and Ijara villages Isin LGA Kwara State.
- Prepared reports on statistics (End-process report) of immunization among children in Isanlu and Ijara villages, Isin LGA, Kwara State.

**Reproductive Health and HIV and AIDS CDS, Isanlu Isin, Isin LGA Kwara State.** **2016**

*Secretary (NYSC)*

- Prepared agendas for discussion during meetings.
- Documented minutes during meeting.
- Prepared reviews and monthly reports submitted to the Local government headquarters.

**Baptist Grammar School, Isanlu- Isin L.G.A, Kwara State**

**2015 - 2016**

*Geography subject teacher (NYSC)*

- Served as a subject teacher in charge of taking students lessons in geography.
- Created student syllabus, outlines, lesson notes on the subject.
- Administered test and marked assignment and examination scripts.
- Gained a 70% improvement in geography scores during term exams for the year.

**Coco Lodge and Hostels, Umudike - Umuahia, Abia State**

**2014 - 2015**

*Caretaker/Housing Agent*

- Provide periodic upkeep and maintenance of facilities.
- Resolve tenant issues.

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### **EDUCATION**

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- April 2019: University of Ibadan, Ibadan, Nigeria – Masters of Arts in Archaeology (Cultural Resource Management)
- November 2014: Ahmadu Bello University Zaria, Nigeria – Bachelor of Arts in Archaeology.

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### **OTHER QUALIFICATION(S)**

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- May 2016: Certificate of Competency in Health Safety Security and Environment (HSE I and II).

### **Skills and personal attributes**

- Management and Organization.
- Creativity and analytical thinking.
- Good communicator in English, Igbo and Hausa languages.
- Proficient in the use of Microsoft office tools.
- Leadership and social influence.
- Qualitative research and writing.

### **Reference**

Available on request