

Olofin, Abiodun Ezekiel

Bachelor of Art, (Religious Studies)

I am seeking to work in an organization where I will be able to transfer and apply my various skills and competencies towards the attainment of organizational goals and objectives.

ADMINISTRATIVE EXPERIENCES

2019 till date

Diocese of Lagos West- Archbishop Vining Memorial, Oba Akinjobi Road GRA, P.O. Box 506, Ikeja, Lagos State, Nigeria

Position: Clergy

- Provide spiritual, personal and moral guidance and assistance to church members
- Offer encouragement to those facing hardship or illness
- Address financial and administrative issues pertaining to the congregation
- Carry out religious rites such as administration of Holy Communion, Baptism, Solemnization of Marriage, Burial etc
- Analyze and interpret religious laws and doctrines.
- Plan and lead religious education and programmes for the congregation
- Respond to crisis situation
- Organize and engage in community, civic, educational, and recreational activities.

2018 – 2019

Archbishop Vining College of Theology- PMB 727, Oke-Emeso Street, Akure, Ondo State, Nigeria

Position: Student Officer in Charge of Information Communication Technology

- Setting up of Internet account for students, staff and new users
- Repairing and replacing equipment as necessary
- Providing technical support across the campus
- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and request
- Training students
- Installing and configuring computer hardware, software, systems, networks, printers and scanners.
- Purchasing and testing of New technologies
- Managing College website.

2015

All Souls' Chapel OAU – Obafemi Awolowo University, Ile – Ife

Position: Administrative Secretary

- Managing the Chaplain's Calendar
- Making arrangements for meetings
- Sending of reminder mails to members
- Producing Weekly Programmes and Bulletin
- Maintaining and keeping records effectively
- Making calls, answering calls, and taking messages
- Prioritizing Workloads

2012-2014

St. Matthew's Anglican Church- Agbowoerin Street, Eleyele, Ile – Ife, Osun State, Nigeria

Position: Administrative Secretary

- Producing Weekly Programmes and Bulletin
- Preparing regular financial and church administrative reports
- Managing the Vicar's Calendar
- Maintaining and Updating Church database
- Coordinating the Media Crew of the Church.
- Making arrangements for meetings
- Sending of reminder mails to members
- Maintaining and keeping records effectively
- Making calls, answering calls, and taking messages
- Prioritizing Workloads

EDUCATIONAL QUALIFICATIONS

LICENSES AND CERTIFICATIONS

2020

Diploma in Data Management,
Alison Online Course

2020

Diocese of Lagos West (Church of Nigeria- Anglican Communion)
Priesthood Ordination License

2019

Hospital Chaplaincy Course
Ondo State Specialist Hospital
Akure, Ondo State
Nigeria

2019

Prison Chaplaincy Course
Nigerian Prison Service,
Akure, Ondo State
Nigeria

2019

Executive Leadership Course
Berean Associates

2019

Diocese of Lagos West, Church of Nigeria
Deaconate Ordination License

2018

Boys Brigade Chaplaincy Course
The Boys Brigade of Nigeria,
Ondo State Council
Ondo State Nigeria

2018

Certificate in Language & Ministerial Studies (CLMS)
Crowther Graduate Theological Seminary,
Sapon, Abeokuta,
Ogun State

EDUCATION	
2020	BACHELOR OF ART in Religious Studies Ajayi Crowther University, Oyo Oyo State Nigeria
2019	BACHELOR OF THEOLOGY in Ordination Course & Ministerial Formation Archbishop Vining College of Theology, (In Affiliation with the University of Ibadan) Akure, Ondo State Nigeria
2017	DIPLOMA in Religious Studies University of Ibadan, Oyo State Nigeria
2013	NATIONAL DIPLOMA in Computer Science Osun State Polytechnic, Iree Osun State Nigeria
2008	Senior Secondary School Certificate Ife Anglican Grammar School, Ile – Ife, Osun State Nigeria
SKILLS	
	<ul style="list-style-type: none"> • Administrative dexterity • Computer Appreciation • Problem-Solving • Multi-tasking • Counseling s
LANGUAGES	
	<ul style="list-style-type: none"> • Proficiency in Yoruba and English (Speaking and Writing)
HOBBIES	
	<ul style="list-style-type: none"> • Reading • Writing • Sporting
REFEREE	
	<ul style="list-style-type: none"> • This will be made available on request

