

ODEDOYIN OYINLOLUWA GRACE.

31, EbunAyodele Street Captain Olota Abule Egba Lagos State.

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PERSONAL DATA

Date of Birth:	11 th November, 1996	Nationality:	Nigerian
Marital Status:	Single	State of Origin:	Osun State
Sex:	Female	Local Govt. Area:	Ayedade

Objective

To be effective and efficient in all things, producing excellent results, being faithful in dealing with others, and never to be found wanting in anyway. This I will achieve by continuous learning and re-learning.

SKILLS

- Quality analytical skills
- Excellent communication, organizational and interpersonal skills.
- Has a high ability to learn fast and transfer knowledge.
- Good people management skills.
- Good behavioral tolerance to accommodate and attend to everyone at every level of dispensation
- Good communication skill in both Yoruba and English

Education and Qualifications

National Youth Service Corps	2025
Certificate of discharge	
Ladoke Akintola University of Technology	2023
Bachelor of Technology, Science Laboratory Technology (Microbiology)	
Command Day Secondary School Oshodi Lagos	2013
Senior school Certificate Examination (SSCE)	
Pacey Manuel Nursery and Primary School	2007

Experience

Blessed Nursery and Primary School

2013- 2014

Teacher

Methodist Nursery and Primary School

2014-2015

Teacher

New Alpha Hospital

2021

Industrial Trainee

- Assisting in maintaining and calibrating laboratory equipment
- Receiving and labeling patient samples (blood, Urine)
- Ensuring proper storage of the samples
- Assisting in performing routine test (Microbiology)
- Preparing and using laboratory equipment like microscope, centrifuges etc.
- Recording and Organizing test results for review by medical staff
- Maintaining laboratory logs and patient records

Archbishop Vining College of Theology

2024- till date

Assistant Faculty Officer

(a)Administrative Duties: Collaborating with the college administrative officers/typist to ensure the:

- Capturing of data on staff and student Records
- Processing of the captured data on Staff and Students
- Maintaining of data bank for staff and students
- Generating of report in respect of Staff and Students for Management use.
- Proofreading and crosschecking of documents

(b) Academic Matters

- The administration of all College examinations
- Supervision of issuance of students semester/sessional result Preparation and issuance of academic transcripts
- Up-dating regulations and procedure on College's examinations
- The printing, writing, safe-keeping and issuance of College certificates
- Verification of transcripts and certificates sent from other institutions
- Arrangement in liaison with the Health Services Manager for medical attention during examinations