ODEDOYIN OYINLOLUWA GRACE.

**31, EbunAyodele Street Captain Olota Abule Egba Lagos State.**

**Phone: 08134734633 & 08068786455 E-Mail:** [**odedoyinoyinloluwa@gmail.com**](mailto:odedoyinoyinloluwa@gmail.com)

# PERSONAL DATA

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| --- | --- | --- | --- |
| **Date of Birth:** | 11th 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 |  |
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|  |  |
| Ladoke Akintola University of Technology | 2023 |
| Bachelor of Technology, Science Laboratory Technology (Microbiology) |  |
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| **Experience** |  |
| **Blessed Nursery and Primary School** | **2013- 2014** |
| Teacher |  |
| **Methodist Nursery and Primary School**  Teacher | **2014-2015** |
| **New Alpha Hospital Industrial Trainee** | **2021** |

* 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

1. **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

# 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