

CURRICULUM VITAE

PERSONAL DATA

Name: OWATE, Folashade Susan
Date of Birth: August 23, 1982
Nationality: Nigerian
State of Origin: Ondo
Local Government of Origin: Okitipupa
Sex: Female
Marital Status: Married
Permanent Home Address: 19 Badore Street, Iju-Odo
Present Postal Address: Federal Polytechnic Ile-Oluji, P.M.B. 727
Ondo State, Nigeria
Mobile Number: +2348066514206
E-Mail Address: folasusan82@gmail.com
Number and Ages of Children: 2 [13 and 10]

EDUCATIONAL INSTITUTION ATTENDED WITH DATES

. University of Ado-Ekiti, Ekiti State 2003 – 2007
Bachelor of Science (Education) in Economics
. Dataset Computer Institute College, Dawaki, Abuja 2009 -2010

WORK EXPERIENCE

The Federal Polytechnic, Ile-Oluji, Ondo State 2017 - Present
Administrative Officer II, Student Affairs Division
- Coordinating orientation for new undergraduate students and responding to general student concerns
- Academic advising and student support services
- Handling of internal and external correspondence
- Planning of meetings and taking minutes of the meetings
- Carrying out other duties as assigned by the superior officers

Holyview Investment International Ltd, Akure, Ondo State 2015 - 2017
Administrative secretary, Administrative Unit
- Handled data entering and confidential documents
- Monitoring of supplies available in the office as well as ordering replacement as necessary
- Handling customer complaints, scheduling meetings with customers and recoding customer queries

Dataset comprehensive college, Dawaki, Abuja

Head teacher/Class teacher

- Offers dynamic and professional leadership that builds upon a change to secure continuing success and improvement for the school
- Guaranteed high quality education for students and improved standard to achieve excellence
- Monitored and evaluated school performance, responds, and reported to the governing body as required

EXTRA-CURRICULA ACTIVITIES

- Traveling
- Playing Tennis

PROFESSIONAL REFERENCES

Dr. Haastrup Ekundayo

Associate Professor

Educational Management Department

Ekiti State University, Ado-Ekiti, Ekiti State

Phone: +2348032202792

Email: Haastrup.ekundayo@EKSU.edu.ng

Dr. Omogbehin Samson Adehuga

Principal Lecturer

Department of Applied Science

Federal Polytechnic, Ile-Oluji, Ondo State

Phone: +2348033687719

Email: adehugasamson@gmail.com

Sunday Emmanuel Ayodeji

Principal Assistant Registrar

Federal Polytechnic, Ile-Oluji, Ondo State

Email: ayodejiset@yahoo.com