

CURRICULUM VITAE

FOLORUNSO, Taiwo Olanike Marian

folorunsotaiwo3@gmail.com, folorunso.taiwo@yahoo.com,
otfolorunso@mtu.edu.ng

To pursue career excellence through the fear of God, diligent, honesty and integrity. Willness to learn and quick to understand, self-motivated, result oriented, hardworking and ability to utilize time and resources effectively.

FULL NAME: FOLORUNSO, TAIWO OLANIKE MARIAN
DATE OF BIRTH: 24th September, 1973
NATIONALITY: Nigerian
PERMANENT HOME ADDRESS: Christ Apostolic Church, 9, Osanyintola Street, Oke-Ibukun, Ilasamaja District Headquarters, Charity Zone, Lagos State

CURRENT POSTAL ADDRESS: c/o Mrs. KOLAWOLE, J. A. K.
Registry Department, Registrar's Office,
Federal Polytechnic, P. M. B. 231,
Ede, Osun State

E-MAIL ADDRESS folorunsotaiwo3@gmail.com,
otfolorunso@mtu.edu.ng
folorunso.taiwo@yahoo.com

TELEPHONE NO. 07059161124, 08160608907

MARITAL STATUS: Married

NUMBER OF CHILDREN & AGES: Three (18, 15 & 11) years

SEX: Female

STATE OF ORIGIN: Osun

LOCAL GOVERNMENT: Odo-Otin

NEXT OF KIN: Folorunso (Enoch, Phoebe & Priscilla)

MISSION STATEMENT

To type manuscript without supervision.

To prepare itinerary for my boss.

To be a good image/mirror of the organization.

To prepare notice of meetings.

To make necessary arrangement and provision for meetings whenever they are scheduled.

To ensure that copies of mails, documents etc are produced and filed in an orderly and easily accessible manner.

To ensure proper filing and quick retrieval of documents when the need arises.

To receive and attend to visitors.

To ensure and maintain verifiable records of mails movement.

ability to utilize time and resources effectively.

PERSONAL ATTRIBUTES

Reliable, trustworthy, creative, confident and articulate with interpersonal skills, work without supervision, work under stress and team work.

- Open to positive suggestions/ideas.
- A Resilient Person and a Good Team Player. Works with little supervision.
- Honesty and Integrity as a way of life.
- Determination towards excellence in all ramifications.
- Excellent organizational, planning, interpersonal, communication skills.

EDUCATIONAL BACKGROUND

INSTITUTIONS ATTENDED (WITH DATES)

➤ Federal Polytechnic, Ede	-	2001-2004
➤ Officers Computers, Ede	-	2004
➤ Federal Polytechnic, Ede	-	1994-1996
➤ Prospect School of Secretarial Studies, Ibadan	-	1992-1994
➤ Community Grammar School, Iwo-Oke, Osun State	-	2012
➤ Baptist Practising School, Ede	-	1978-1984

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- Higher National Diploma in Secretarial Administration (HND)- 2004
- Confidential Secretaries (CS IV& III) - 1996
- Open Grading Test (OAU) (50wpm) - 2001
- Diploma In Computer Studies - 2004
- Diploma In Secretarial Studies - 1994
- Senior Secondary School Certificate - 2012
- Primary School Leaving Certificate - 1984

MEMBERSHIP OF PROFESSIONAL BODIES

Member, National Association of Professional Secretarial Staff of Nigeria (NAPSSON)

PRIZES/HONOURS RECEIVED IN SCHOOL

- Best Student In Literature-In-English (Adventist Grammar School, Ede) - (1989)

PUBLICATIONS WITH DATES

(A) EFFECTS OF ENGLISH LANGUAGE ON THE PERFORMANCE OF SECRETARIAL STUDENTS IN SHORTHAND

A project work presented to Department of Secretarial Studies, Federal Polytechnic, Ede; In partial fulfillment of award of Confidential Secretary III 1996

(B) IMPACTS OF SECRETARIAL TRAINER ON THE JOB PERFORMANCE OF SECRETARIES

(C) FACTORS AFFECTING STUDENTS' POOR PERFORMANCE IN TYPEWRITING.

(A case study of students of Federal Polytechnic, Ede, Osun State (2004)

A project work presented to Department of Secretarial Studies, Federal Polytechnic, Ede; In partial fulfillment of Higher National Diploma in Secretarial Administration. Oni T. O. (2004).

WORKING EXPERIENCE

ESTABLISHMENT	JOB DESCRIPTION	YEAR
Otunba Chambers Isheri-Olofin, Lagos State.	Confidential Secretary	Jan. 1997-Sept. 1997
<ul style="list-style-type: none">➤ Drafting official letters/memos.➤ Dealing with incoming and outgoing mails.➤ Retrieving and filing of all documents➤ Ensuring that all correspondences are properly documented.➤ Keeping the Head of Department itineraries.➤ Performs other administrative functions required in the Department➤ Procurement of office items/stationeries.➤ Schedule appointment➤ Keeping petty cash book for the office (imprest)		
Janet Memorial School, 224 Ikotun Road, Alhaja Bus-Stop, Isheri-Idimu, Lagos	Confidential Secretary	Sept. 1997-April 2001
<ul style="list-style-type: none">➤ Drafting official letters/memos.➤ Dealing with incoming and outgoing mails.➤ Retrieving and filing of all documents➤ Ensuring that all correspondences are properly documented.➤ Performs other administrative functions➤ Procurement of office items/stationeries.➤ Schedule appointment➤ Keeping petty cash book for the office (imprest)		
Mandate Private Schools, 10-15 Nanka Avenue, Afolabi, Lagos	Secretary H.O.D. (Non-Academic Staff/Supporting Staff Manager)	April 2004-Aug. 2009
<ul style="list-style-type: none">➤ Drafting official letters/memos.➤ Dealing with incoming and outgoing mails.➤ Retrieving and filing of all documents➤ Ensuring that all correspondences are properly documented.➤ Performs other administrative functions➤ Procurement of office items/stationeries.➤ Schedule appointment➤ Keeping petty cash book for the office (imprest)		

WORKING EXPERIENCE AT THE REDEEMER'S UNIVERSITY
CONFIDENTIAL SECRETARY II – CONFIDENTIAL SECRETARY I
SEPT. 2009 –SEPT. 2014
RUHSS 7 STEP 3

Department of English
College of Humanities
Redeemer's University

Conf. Sec. II

Sept. 2009-Sept 2011

- Drafting official letters/memos.
- Dealing with incoming and outgoing mails.
- Retrieving and filing of all documents
- Ensuring that all correspondences are properly documented.
- Keeping the Head of Department itineraries.
- Performs other administrative functions required in the Department
- Procurement of office items/stationeries.
- Schedule appointment
- Keeping petty cash book for the office (imprest)

Directorate of Academic Planning & Quality Assurance

Redeemer's University

Confidential Secretary II

Sept. 2011-March 2013

- ❖ Typing of documents
- ❖ Drafting official letters/memos
- ❖ Ensuring that all correspondences are properly documented
- ❖ Retrieving and filing of all documents
- ❖ Receiving and dispatching all incoming and outgoing mails/correspondences
- ❖ Organizing documents for accreditation
- ❖ Organizing and preparing entertainment for examination supervisors
- ❖ Collating the examination document for the lecturers
- ❖ Photocopying of the examination questions during the examination period
- ❖ Keeping petty cash book for the College (imprest)
- ❖ Procurement of office items/stationeries
- ❖ Schedule appointment on behalf of my boss
- ❖ Dealing with NUC matters, resource and academic programmes planning and attending to academic development matters and Quality Assurance.
- ❖ Ensuring the adequate provision of a conducive teaching, learning and research environment for staff and students.
- ❖ Typing of Staff and Students data to NUC when required.
- ❖ Typing of Staff and Student data for University Annual Budgets
- ❖ Serving as Secretariat to the Academic Planning Committee.
- ❖ The directorate liaises with the National Universities Commission on behalf of the University and discharges any other duty assigned by the Vice-Chancellor.

Department of Mathematical Sciences

Confidential Secretary I

March 2013-Sept. 2014

- ❖ Typing of documents
- ❖ Drafting official letters/memos
- ❖ Ensuring that all correspondences are properly documented
- ❖ Retrieving and filing of all documents
- ❖ Receiving and dispatching all incoming and outgoing mails/correspondences
- ❖ Organizing items for Examination
- ❖ Organizing and preparing entertainment for examination supervisors
- ❖ Collating the examination document for the lecturers
- ❖ Photocopying of the examination questions during the examination period
- ❖ Keeping petty cash book for the Department

- ❖ Procurement of office items/stationeries

**WORKING EXPERIENCE AT THE MOUNTAIN TOP UNIVERSITY
2016 till date: *Mountain Top University, Ogun – Personal Secretary***

**Dean's Office
College of Basic and Applied Sciences, Mountain Top University
Confidential Secretary I
January 2016 to Dec. 2018**

- ❖ Typing of documents
- ❖ Drafting official letters/memos
- ❖ Ensuring that all correspondences are properly documented
- ❖ Retrieving and filing of all documents
- ❖ Receiving and dispatching all incoming and outgoing mails/correspondences
- ❖ Organizing items for Examination
- ❖ Organizing and preparing entertainment for examination supervisors
- ❖ Collating the examination document for the lecturers
- ❖ Photocopying of the examination questions during the examination period
- ❖ Keeping petty cash book for the College (imprest)
- ❖ Procurement of office items/stationeries
- ❖ Organizing for College Board Meetings
- ❖ Schedule appointment on behalf of my boss

**Dean's Office
Students' Affairs Office, Mountain Top University
Personal Secretary**

January 2018 till date: *Mountain Top University, Ogun – Student Affairs Office*

Provide Secretarial support to the Dean of Students Affairs and students.

1) Memos

- Typing and printing with accuracy all documents emanating from the Students' Affairs office.
- Typing of Memos, Letters properly signed and dispatched appropriately.
- Filing of documents accordingly
- Dealing with incoming and outgoing mails.
- Collating Students' exeats for signing

2) Handling of incoming and outgoing mails

- Timely records of mails in the incoming register.
- Dispatching of documents within time frame.
- Dispatching of outgoing mails within 10 minutes of being ready.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters according to urgency.
- Ensured that received documents are crossed checked and passed to the Dean within five (5) minutes of receipt.
- Ensure proper dissemination of information as appropriate within 10 minutes.
- To ensure that mails and information gets to the Colleges/Departments/Division/Units concerned in the University on time.
- Receiving, screening and directing telephone calls.

- 3) **Records keeping & Maintenance of accurate filing**
 - Maintain up to date records of staff and student.
 - Ensure proper filing and quick retrieval of documents when the need arises.
 - Ensure and maintain verifiable records of mail movement.
 - Ensuring all correspondences are properly documented.
 - Ensure that copies of mails, documents etc. are produced and filed in an orderly and easily accessible manner.
 - Maintain up to date records of staff and students in the Students' Affairs Division.
- 4) **Attending to visitors and callers**
 - To receive and attend to visitors and callers, handle their inquiries, direct them to the appropriate person according to their needs without delay.
 - Answer telephones and give appropriate information to callers, take messages, or transfer calls to appropriate individuals.
- 5) **Management of Office Equipment, Furniture and Fittings**
 - Timely report of faulty equipment, furniture for repair /replacement.
 - Maintain regular supervision of cleaning of all equipment/furniture.
- 6) **Assisting in students counselling.**
 - Giving necessary official assistance to students.
 - Giving the right counsel to students when necessary.
 - Responsive and cordial to students.
 - Reported allegation of dishonesty/untrustworthiness.
- 7) Provide Secretarial support to the Dean and Students.
- 8) Perform other administrative functions required in the office.
- 9) Ensure confidentiality in the office.

CONFERENCE/WORKSHOPS/COURSES ATTENDED WITH DATES

1. The Nigerian Institute of Professional Secretaries (Management Development Programme for Secretaries & Personal Assistants (March 18-22, 2013)
2. Educhild Educational Services (Knowing All about Pre-School Workshop)- 2007
3. Class Management and Class Control by Educhild Educational Services- Sept., 2005
4. NAPSSON Seminar/Workshop Tagged "Osun 2001" Ethics and Professionalism In Secretarial Services. -2001
5. Advanced Digital Appreciation Programme for Tertiary Institutions - May 2016 (ADAPTI) By Digital Bridge Institute
6. Three Day Skills Update Workshop Programme for Registry Staff. (Developing Critical Administrative Knowledge and Skills of excellent Service Delivery) July 2017.
7. Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) By Digital Bridge Institute – Aug- 2017
8. Training for Administrators & Secretaries July 2018
9. Enhanced Leadership Administrative Programme (ELAT) for CAC Ministers' Wives organised by Joseph Ayo Babalola University – October 2018
10. Capacity Building Workshop by Nigeria Institute of Transformation – Sept.30, 2019
11. Webinar Softcom: Maximizing the Lockdown for Academic Career Success – 6th June, 2020.

12. Redeemer's University Registry Webinar (Impact of Covid-19 on Tertiary Education Institutions Administration in Nigeria - 28th July, 2020.
13. Elsevier Geofacet Online Presentation – 31st August, 2020
14. Mountain Top University Registry Seminar - The Roles of Human Resource Department in the University Administration- 22nd October, 2020
15. Mountain Top University Registry Seminar – Leave Processes and Procedures – 19th February, 2021.
16. Mountain Top University Registry Seminar – Efficient Record Keeping and Mail Handling – 4th February, 2022.
17. Mountain Top University Registry Seminar –27th May, 2022
18. Mountain Top University Registry Seminar – Recruitment and Selection Processes in Human Resources Division of Mountain Top University– 29th July, 2022
19. Mountain Top University Registry Seminar – Guidelines for Minutes Taking and Report Writing with Focus on Committee System in University – 26th August, 2022
20. Mountain Top University Registry Seminar – 30th September, 2022
21. Mountain Top University Registry Seminar – 22nd October, 2022
22. Mountain Top University Registry Seminar – NYSC Mobilisation Processes – November 2022.
23. Mountain Top University Registry Seminar – 28th April, 2023
24. MTU Digital Skills Training & Workshop for Improved Performance – 19th May, 2023
25. Mountain Top University Registry Seminar – Interview Processes–2nd June, 2023.
26. Mountain Top University Registry Seminar – Categories of Appointment in MTU – 28th July, 2023. MTU Digital Skills Training and Workshop for Improved Performance – 19th May, 2023.
27. Mountain Top University Registry Seminar – Categories of Appointment in Mountain Top University – 28th July, 2023.
28. Mountain Top University Registry Seminar – Guidelines for Minutes Taking & Report Writing with Focus on Committee system in University – 2022.
29. Mountain Top University Registry Seminar – Leave Processes and Procedures – Mountain Top University Registry Seminar – Recruitment & Selection Processes in Human Relation Division of MTU – 29th July, 2023.
30. Mountain Top University Registry Seminar – Internal Memorandum – 25th August, 2023.
31. Mountain Top University Registry Seminar –Basic Knowledge in Mountain Top University Library Operations – 29th September, 2023.
32. Mountain Top University Registry Seminar –Administrative Processes and Loyalty to Mountain Top University System – 17th October, 2023
33. Mountain Top University Registry Seminar – An Overview of some Streamlining Processes (Shortcuts) in Administration (An Overview of Some Operational Short-Cuts in Administration) – 27th October, 2023.

EXTRA CURRICULAR ACTIVITIES

Reading, Meeting People and Singing.

Other Assignment

- (a) Sunday School Teacher
- (b) Secretary, CAC Oshodi Zonal Ministers' Wives
- (c) Secretary, CAC Mercyland District Ministers' Wives

REFEREES

PROF. AMOS IFEOLU AKINWANDE

Dean, College of Basic & Applied Sciences
Mountain Top University
Prayer City, Ibafo
Ogun State
aiakinwande@mtu.edu.ng

PASTOR RICHARD KOLAWOLE

Pastor, Redeemed Christian Church of God
Lagos Province 25,
Lagos State
08055304477
bamigberich@gmail.com

MRS. J. A. K. KOLAWOLE

Chief Confidential Secretary
Registrar's Office
Federal Polytechnic, Ede
Osun State
08034847534
gbeskenke73@gmail.com



MOUNTAIN TOP UNIVERSITY

STUDENTS' AFFAIRS DIVISION

Internal Memorandum

From: Folorunso T. O. M.

To: Registrar

Ref. No.: MTU/REG/REP/S014/001

Date: 16th October, 2019

REPORT OF ACTIVITIES

Please, find below the activities I carry out as Confidential Secretary I to the Dean Students' Affairs.

Provide Secretarial support to the Dean of Students Affairs and students.

2) Memos

- Typing and printing with accuracy all documents emanating from the Students' Affairs office.
- Typing of Memos, Letters properly signed and dispatched appropriately.

2) Handling of incoming and outgoing mails

- Timely records of mails in the incoming register.
- Dispatching of documents within time frame.
- Dispatching of outgoing mails within 10 minutes of being ready.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters according to urgency.
- Ensured that received documents are crossed checked and passed to the Dean within five (5) minutes of receipt.
- Ensure proper dissemination of information as appropriate within 10 minutes.
- To ensure that mails and information gets to the Colleges/Departments/Division/Units concerned in the University on time.

3) Records keeping & Maintenance of accurate filing

- Maintain up to date records of staff and student.
- Ensure proper filing and quick retrieval of documents when the need arises.
- Ensure and maintain verifiable records of mail movement.
- Ensuring all correspondences are properly documented.
- Ensure that copies of mails, documents etc. are produced and filed in an orderly and easily accessible manner.
- Maintain up to date records of staff and students in the Students' Affairs Division.

7) Attending to visitors and callers

- To receive and attend to visitors and callers, handle their inquiries, direct them to the appropriate person according to their needs without delay.
- Answer telephones and give appropriate information to callers, take messages, or transfer calls to appropriate individuals.

8) Management of Office Equipment, Furniture and Fittings

- Timely report of faulty equipment, furniture for repair /replacement.
- Maintain regular supervision of cleaning of all equipment/furniture.

9) Assisting in students counselling.

- Giving necessary official assistance to students.

- Giving the right counsel to students when necessary.
- Responsive and cordial to students.
- Reported allegation of dishonesty/untrustworthiness.
- 7) Provide Secretarial support to the Dean and Students.
- 8) Perform other administrative functions required in the office.
- 9) Ensure confidentiality in the office.

Other Assignment

- (d) Member, Environmental Committee
- (e) Assistant Secretary, MTU Staff Cooperative

Challenges

- ❖ The need to wait for visitors to leave the office before going to dispatch and attend to other matters because I do not have an Office Assistant or a Corps member.
- ❖ Waiting for visitors (parents) to leave before dispatching, delay so many works and waste time.
- ❖ No corps member to assist in the office.

Suggestion for improvement

- Deployment of corps member to assist in the office.
- Provision of separate visitor's room for the visitors/parents.
- Provision of visitors chairs (not plastic chairs) for visitors and parents in the Secretary's office and Dean's office.
- Stationeries should be procured centrally not to be purchased with our imprest.

Thank you Sir.

Folorunso, T. O. M.

Confidential Secretary I

Vision

The Mountain Top University is envisioned as a dynamic centre of academic excellence in the liberal tradition of excellence for the production of top-rate, morally sound graduates of distinctions who will be globally competitive for outstanding impact on the Nigerian societal and global development

Mission

The mission of Mountain Top University is the provision of excellent facilities for the training of men and women in various academic, professional and vocational disciplines in an atmosphere that will enhance the simultaneous development of their spiritual, mental and physical faculties...

Vision

The Mountain Top University is envisioned as a dynamic centre of academic excellence in the liberal tradition of excellence for the production of top-rated, morally sound graduates of distinctions who will be globally competitive for outstanding impact on the Nigerian societal and global development.

Mission

The mission of Mountain Top University is the provision of excellent facilities for the training of men and women in various academic, professional and vocational disciplines in an atmosphere that will enhance the simultaneous development of their spiritual, mental and physical faculties, in order to produce morally upright and academically sound graduates with specialised skills and value systems, who will be independent, invariably self-employable and who will be able to impact positively on the development (be it in leadership, academic, public and the industrial sectors) of their communities, the Nigerian society and the global community at large.

Strategic Goal

Mountain Top University is designed to be a unique tertiary institution where a new generation of students will be imbued and empowered by the spirit of excellence. The university is to provide much needed qualified, competent, skilled and conscientious manpower.

Core Values

- Excellence
- Integrity
- Skills