

CURRICULUM VITAE

PERSONAL DISPOSITION

Result driven, an enthusiastic team player with an innate interpersonal Skills and ability to turn things around while liasing with people at all levels. A good communication skill acquired learning and training. With a passionate Zeal to Success, and Flair for challenging at all times.

PERSONAL DATA

Name In Full: Robinson Mercy Olufunke (Ms)
Place And Date Of Birth: Lagos State, February 14, 1969
Home Address: No 159, Adesanya Street Off Arigbabuwu Road, Omu Aleku, Ogun State
Sex/Marital Status: Female, Widow
Nationality: Nigerian
State Of Origin: Delta State
Local Govt Area: Egbemo (Warri North)
Telephone No: 08138223889

SCHOOLS ATTENDED WITH DATES

African Church Grammar School, Ibadan	1985-1986
Anglican Girl's Grammar School, Delta State	1981-1984
Ebire Nur/Pry School, Ibadan	1974-1979

CERTIFICATES OBTAINED WITH DATES

Senior School Certificate Examination (SSCE)	1992
School Leaving Certificate and Testimonial	1986

HOBBIES

Meeting people, visiting places of Historical importance e.g National Museum etc.
Reading and Travelling.

WORKING EXPERIENCE WITH DATE

Wellspring College

Ikeja Lagos.

Status: House Mistress (Bold)

Date 2010-2012

Responsibilities: (Bold)

- *Smooth running of the hostel
- *Guidance and safety of boarders
- *Welfare of the boarding students
- * Attending to students immediate needs/problems
- *Supervision of subordinates
- *Any other duties assigned by the principal

The Voice International School

Ogun State

Status: House Mistress

Date: 2005-2009

Responsibilities:

- *Smooth running of the hostel
- *Guidance and safety of boarders
- *Welfare of the boarding students
- * Attending to students immediate needs/problems
- *Supervision of subordinates
- *Any other duties assigned by the principal

West African Christian University, Nigeria (WACU)

Ifo, Ogun State

Status: Portal

Date: 2013-2019

Responsibilities:

- *Oversee invoices issued and proceed with tuition payment
 - *Keep tabs on attendance data
 - *Oversee to the general welfare of the Students
 - *Handling of students Mobile Phone
 - *Expected to care and protect Students from harm
 - *Responsible for the supervision, management and care of the students
 - *Caring for the student physical and mental well-being (advice, Support) etc.
- Responding to students concern

BASIC SKILLS

Knowledgeable and intelligent use of computer packages including Microsoft word, Corel Draw, Adobe (PageMaker).

REFEREES

PASTOR MICHAEL IDOWU

Christ Apostolic Church (CAC)

Ori-Oke Gbogunmi

Arigbabowo, Ogun State

MR. FIDELIS ESUMAI

Administrative Officer

Wellspring College Ikeja, Lagos.

EVANGELIST LANRE SAANU

Registrar,

West African Christian University, Nigeria (WACU)

Ifo Ogun State