

CURRICULUM VITAE

AGBELEOBA, Samuel Oyeyemi

No. 19, Aafin Compound, Epe-Ekiti, Ijero Local Government, Ekiti State

Postal Address: Federal University Oye-Ekiti, P.M.B. 373, Oye-Ekiti.

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OBJECTIVE: To build and work in a dynamic team where I will be able to make significant contributions to achieve the set-out goals of the institution.

PERSONAL SKILLS:

- Creativity and innovative orientation
- Excellence in inter-personal and mass communication skills
- Excellence in computer skills
- Ability to organize, plan and carry out instructions.

PERSONAL DATA:

Date of Birth:	20 th April, 1978
Place of Birth:	Epe-Ekiti
Marital Status:	Married
Sex:	Male
Local Government Area:	Ijero L.G.A.
State of Origin:	Ekiti

SECONDARY AND POST SECONDARY EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES:

- Ekiti State University, Ado-Ekiti. - 2015- date
- Ekiti State University, Ado-Ekiti. - 2006 – 2014
- National Broadcast Academy, Lagos. - 2008
- Nigeria Institute of Management - 2006
- University of Ado-Ekiti - 2002 – 2005
- The Polytechnic Ibadan, Oyo State - 1998 - 2001
- All Saints' Unity Secondary School, Usi-Ekiti - 1993 – 1995
- Ekameta Community High School, Epe-Ekiti - 1989 – 1992
- Baptist Primary School, Epe-Ekiti - 1983 - 1988

ACADEMIC AND PROFESSIONAL QUALIFICATIONS WITH DATES:

- Ph.D English as a Second Language - in view
- Master of Arts Degree in English Language - 2015
- Basic Journalism Course - 2008
- Proficiency Certificate in Management - 2006

- B.A. (Hons) English Language, Second Class Upper (Upper Division)- 2005
- National Diploma in Mass Communication, (Upper Credit) - 2001
- Senior School Certificate Examination (GCE) - 1996
- Senior School Certificate Examination (SSCE) - 1995
- Primary School leaving Certificate - 1988

RESEARCH WORKS

- A Study of Inter-sentential Connections in the Editorials of Some Selected Newspapers in Nigeria (M.A. Thesis)
- Language Acquisition: Its implication for the Nigerian English and the Mass Media, (A Seminar Presented in the Faculty of Arts in the Course of M.A. Degree).
- Language and the Mass Media in Nigeria, (Seminar Paper Presented in English Department, Ekiti State University, Ado-Ekiti).
- Functions of Language: The Poetic and Communicative Functions, (Seminar Paper Presented in English Department, Ekiti State University, Ado-Ekiti).
- Notable Syntactic Problems of Yoruba-English Bilingual Speakers: A Case Study of Doherty Memorial Grammar School, Ijero-Ekiti, (Project for B.A. Degree).

PUBLICATION

- Agbeleoba Samuel (2015) Inter-sentential Connections in Nigerian Newspaper Editorials. Lambert Academic Publishers, Deutschland, Germany. **ISBN: 978-3-659-76262-8.**

STATEMENT OF EXPERIENCE

A.) FUOYE Faculty Officer, Faculty of Engineering, January 2015 till Date.

I report and am responsible to the Dean, Faculty of Engineering for:

- The Faculty Board and Committee;
- Supervision of non-academic staff in the Faculty;
- Inventory control and general administration of the Faculty;
- Properties of the Faculty;
- Keeping students' and staff records within the Faculty;
- Preparation of correspondence for/on behalf of the Dean;
- Any other duties assigned by the Dean and the Registrar.

B.) FUOYE Academic Affairs Officer –March 2014 – January 201: Duties Performed

- Responsible to the Registrar for the day-to-day administration and the co-ordination of the activities of the Units in the Academic Affairs Division.
- Responsible to the Registrar for the conduct of appropriate elections pertaining to the following:-
- Senate representatives in Council and Senate Committees;
- Office of the Dean/Sub-Dean.
- Co-ordination of the academic functions of the Faculty Officers

- Clearance of final year students leaving the University.
- The printing, writing and safe keeping and issuance of all University Certificates.
- Preparation of Committee of Deans' Papers and Senate papers.
- Secretary to the Committee of Deans.
- Assisting the Registrar on matters relating to the matriculation of students.
- The administration and conduct of all University Examinations and issuance of students results/transcripts
- Handling matters pertaining to External Examiners.
- Handling all undergraduate students records
- Responsible to the Registrar for the issuance of notification of results to graduating Students.
- Responsible for the preparation of University Academic Calendar, University Convocation, Matriculation Ceremonies and University Inaugural Lectures.
- Secretary, University Undergraduate Admissions Committee

C.) Acting Administrative Secretary, FUOYE Pre-Degree Programme – July 2013 to March 2014

- Responsible to the Chairman, Academic Board for the day-to-day administration and the co-ordination of the activities of the Pre-Degree Secretariat.
- Overall responsibility for the administration of human and material resources of the Secretariat, day-to-day administration of the Programme and the coordination of the non-academic functions of the Secretariat.
- Secretary to the Academic Board of Pre-Degree.
- Supervision of all administrative functions relating to admission of students right from preparation of advert for application to sale of forms, writing and signing of admission letters.
- Supervision of all administrative functions relating to examinations and presenting results as prepared by the Coordinators to the Academic Board.
- Personnel Administration of the Secretariat.
- Administration of students' matters within and outside the Secretariat.
- Supervision of the Officer in charge of records and statistics in ensuring proper keeping of students Records and Statistics.
- Advising the Chairman, Academic Board on administrative and policy matters.
- Maintaining relations with all the Departments and Units of the University on behalf of the Secretariat.
- Issuance of appointment letters of instructors at the Secretariat.
- Any other duties as may be assigned by the Registrar or the Chairman of the Academic Board.

D.) Administrative Officer heading Council Affairs Unit at the Federal University Oye-Ekiti- July 2012- June 2013

Responsible to the Registrar for:

- Council Affairs Unit, Finance and General Purposes Committee, Tenders Board, and Congregation matters including coverage of meetings, writing of minutes and taking follow-up actions as appropriate.

- Act as Secretary to Vice-Chancellor's Tenders Committee matters
- Coverage of meetings, writing of minutes and taking follow-up actions.
- Preparation of letters of award of contracts.
- Member/Secretary to relevant Committee as may be appointed/ directed.
- Carrying out other duties as may be directed by the Registrar.
- Supervising the activities of the General Administration sub-division which is responsible for the following:
 - Registration of University Contractors and consultants.
 - General Administration Matters
 - Co-ordination of University courier and postal services
 - Carrying out other duties as may be directed by the Council Affairs Officer/Registrar.
- Supervising the activities of officers in charge of Council Matters who are responsible for:
 - Covering of the meetings of ad-hoc committees and producing their minutes
 - Follow-up actions on Committee decisions
 - Drafting of speeches for Registrar
 - Covering duties of general nature which are not specifically designated to other administrative officers.
 - Any other assignments by the Council Affairs Officer or Registrar.
- **Secretary to an Investigative Committee Set-up to look into Employment into Federal University Oye-Ekiti from November 2012 till April 2013.**
- **Organization of the Maiden Congregation Meeting of the Federal University Oye-Ekiti chaired by the Vice-Chancellor, Professor Isaac U. Asuzu.**

E.) Administrative Officer in charge of Academic Staff Matters (Personnel Affairs) at the Federal University Oye-Ekiti - December 2011-June 2012.

Responsible to the Registrar for/:

- Matters relating to all academic staff.
- Preparation of letters of appointments and matters relating to the welfare and claims of Associate and part-time Lecturers.
- Preparation of letters of Leave and letters of introduction of Academic Staff to other institutions.
- as Secretary to all interview and assessment projects for the appointment of members of academic staff.
- Any other assignment as may be directed by the Personnel Officer or the Registrar.

F.) Radio Nigeria Network Correspondent in Ekiti State. - 2008 – 2011

Duties Performed as Ekiti State Correspondent

1. Responsible to the Director General of FRCN for the day-to-day happenings in Ekiti State.
 2. Report daily to the Network Service of FRCN on events and activities of Government and Parastatals in Ekiti State.
 3. Report daily to the Ibadan National Station of FRCN on events and activities of Government and Parastatals in Ekiti State for “South-West Today”.
 4. Preparation of Speeches for the Honourable Minister of Information/Director General on occasions relating to the Corporation in Ekiti State.
- Reporter and Editor with the Federal Radio Corporation of Nigeria - 2005 - 2011
 - Ado-Ekiti.
 - English and Literature Teacher, Government Day Secondary - 2006-2007
 - Damaturu, Yobe State, (NYSC).
 - Radio Nigeria, Ekiti State Government House Correspondent. -2007 – 2008
 - Freelance Journalist with the Federal Radio Corporation of Nigeria -2003 – 2005
 - Industrial Attachment with the Broadcasting Service of Ekiti State. - 2001 – 2002

TRAINING PROGRAMMES AND WORKSHOPS

1. A Three-Day Workshop for Administrative Officers at the Federal University of Technology, Akure - 2013
2. Seminar for Administrative Officers at Federal University Oye-Ekiti - 2012
3. One-Day Sensitization Workshop on Public Procurement organized by the Bureau of Public Procurement, Presidency, Abuja - 2012
4. Creative Writing Workshop at the National Broadcast Academy, Shogunle, Lagos - 2011
5. Capacity Building Workshop for Labour Managers by Ekiti State Government- 2011

OTHER LEADERSHIP POSITIONS

1. Ekiti State Youth Choir Coordinator of the Deeper Christian Life Ministry
2. FUYOYE Central Fellowship Choir Leader.

EXTRA-CURRICULLA ACTIVITIES

Reading, Sight-Singing, Playing Football and Musical Instruments

REFEREES

1. PROF. TOYIN BAMISAYE

English & Literary Studies Department,
Ekiti State University (EKSU),
Ado-Ekiti.

Mobile Phone: 08033887437.

2. PROF. SAMUEL OYE BANDELE

Former Vice Chancellor,

University of Science and Technology Ifaki (USTI), now Ekiti State University,
Ifaki-Ekiti.

Mobile Phone: 07037567963.

3. DR. VICTOR OGBEIDE

English & Literary Studies Department,

Ekiti State University (EKSU),

Ado-Ekiti.

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