 **OLUGBODE**

[**OLUGBODE.366913@2freemail.com**](mailto:OLUGBODE.366913@2freemail.com)

**OBJECTIVE**

To be result oriented, to work with a motivated and highly innovated management team with a sense of duty at all time, capable of crafting and implementing strategies that will position an organization in achieving it's set goals and objectives.

WORK EXPERIENCE

**KWARA STATE PRIMARY HEALTH CARE DEVELOPMENT AGENCY, ILORIN, KWARA STATE**

**Programme Supervisor (Door to door immunization exercise), Dec 2015 - Nov 2016**

* Evaluate the work staff and volunteers to ensure that programs are of appropriate quality and resources are used effectively.
* Provide direct services and support to individuals or clients such as handling a referral for child advocacy issues, conducting a needs evaluation or resolving complaints.
* Speak with community groups to expain and interpret agency purposes, programs and policies.
* Prepare and maintain records and reports, such as budgets, personnel records or training manuals.
* Establish and maintain relationships with other agencies in community to meet community needs and to ensure that services are not duplicated.

**FARA REABILITATION AND HEALTH FITNESS CENTER, ILORIN, KWARA STATE**

**Personal Care Aide, Oct 2013 - June 2015**

* Assist bedside or personal care, such as ambulation or personal hygiene assistance.
* Care for individuals during periods of incapacitation, providing companionship, personal care, or help in adjusting to new lifestyles.
* Provide clients with communication assistance, typing their correspondence or obtaining information for them.
* Perform healthcare-related tasks such as monitoring vital signs and medication under the direction of physiotherapists.
* Participate in case reviews, consulting with the team caring for the client, to evaluate the clients needs and plan for continuing services.

**FORTRESS INFIRMARY, ILORIN, KWARA STATE**

**Medical Secretary, Jan 2012 - May 2013**

* Answer telephones and direct calls to appropriate staff.
* Schedule and confirm patient diagnostic appointments surgeries or medical consultations.
* Operate office equipment, such as voice mail, messaging systems and use word processing spreadsheet or other softwear application to prepare reports, invoices, financial statements, letters, case histories or medical records.
* Recieve and route messages or documents such as laboratory results to appropriate staff.
* Perform various clerical or administrative functions such as ordering and maintaining an inventory of supplies.
* Arrange hospital admissions for patients.

**EDUCATION**

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| --- | --- | --- | --- |
| **Institution** | **Place** | **Certificate Awarded** | **Date** |
| **University of Ilorin** | **Ilorin, Kwara State, Nigeria** | **Post Graduate Diploma in Bio Chemistry** | **2015** |
| **University of Ilorin** | **Ilorin, Kwara State, Nigeria** | **Bachelor Degree in Bio Chemistry** | **2009** |
| **Unilorin Secondary School** | **Ilorin, Kwara State, Nigeria** | **School Leaving Certificate (WAEC)** | **2004** |
| **St. Joseph Nursery & Primary School** | **Ilorin, Kwara State, Nigeria** | **Primary School Leaving Certificate/ Testimonial** | **1998** |

**ADDITIONAL SKILLS**

I have attended the following Computer software courses:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft PowerPoint
4. Microsoft Outlook
5. Internet Explorer
6. Fundamentals of Microsoft Access ‘97

**REFERENCES:**

Available up on request