
CURRICULUM VITAE

FOR

TOLULOPE ABOSEDE FAWAMIDE

As at November, 2023

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PERSONAL DETAILS

SURNAME: FAWAMIDE

OTHER NAMES: TOLULOPE ABOSEDE

DATE OF BIRTH: 28TH APRIL 1985

PLACE OF BIRTH: IBADAN, NIGERIA

NATIONALITY: NIGERIAN

RELIGION: CHRISTIANITY

SEX: FEMALE

MARITAL STATUS: MARRIED (with 2 children)

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ACADEMIC QUALIFICATIONS WITH DATES

S/N	Institution	Qualification	Date
1.	Ajayi Crowther University, Oyo State, Nigeria	BSc. Mass Communication and Media Studies	In view
2.	University of Ibadan, Faculty of Institute of Education, Oyo State Nigeria	Postgraduate Diploma in Education (PGDE)	Mar. 2015
3.	The Polytechnic Ibadan, Oyo State Nigeria	Higher National Diploma(HND), Mass Communication	Nov. 2008
4.	The Polytechnic Ibadan, Adeseun Ogundoyin Campus, Eruwa, Oyo State Nigeria	National Diploma(ND), Mass Communication	Jun. 2005
5.	Araromi-Owu Grammar School	Senior Secondary School Certificate (WASC)	May/Jun. 2001
6.	Abadina College, University of Ibadan, Oyo State Nigeria	Senior Secondary School Certificate (WASC)/National Examination Council (NECO)	Sept. 1994 – Aug. 2000
7.	Immanuel College of Theology, Nursery and Primary School, Ibadan, Oyo State Nigeria	First School Leaving Certificate	Sept. 1988 – Jul. 1994

FURTHER PROFESSIONAL TRAINING/WORKSHOP WITH DATES

S/N	Organising Institution	Training/Course	Date(s)
1.	Independent National Electoral Commission (INEC)	A One-Day Workshop for Voter Education Providers-South West Zone.	Oct. 2022
2.	Centre for Enterprise Development and Action Research (CEDAR)	South West Zonal Implementation Training on “Gender and Participation in the 2019 General Elections”.	Feb. 2019

3.	African Business Roundtable (ABR)	Regional Workshop for West, Central and North Africa 2014. Titled: “Association Building and Access to markets, Technology and Quality Standards”	May 2014
4.	Institute for Media and Society (IMS)	“Building Community Radio for Democratic Governance in Nigeria” South-West/North-Central Zonal Workshop	Oct. 2013
5.	Association of African Women for Research and Development (AAWORD) Nigeria Chapter.	African Youth Training on Gender and Economic Justice.	Aug. 2013
6.	Centre for Enterprise Development and Action Research (CEDAR)	“Training of Trainers on Micro-Enterprise Development and Financial Management”	Aug. 2013
7.	Nigeria Institute of Management (NIM)	Proficiency in Management (Graduate Member)	May 2010
8.	Educare Trust and Exhibition Centre	Computer Training Certificate	Jul. 2009

CURRENT POSITION/PORTFOLIO

1.	Freelance Translator (English–Yoruba/Pidgin) , Document Translations(General), Proofreading and Editing, Reviews, MTPE, Language Evaluation, Decontextualisation, LQA, Transcription , Transliteration, Transcreation, Etymological Tagging, Data Entry Services, Transcription, Voice-Over Services, Telemarketing and Back Translations for Groups and Translation Companies.	Dec. 2016 - Date
2.	Programme Officer , in charge of running the day-to-day activities of the NGO with consideration to fulfilling the organisation’s mission and vision, which is to facilitate people's access to information and support that can enable them make decisions and	Sep. 2011 - Date

	<p>take actions to effectively combat unemployment and poverty in the Africa economies and to become a leading organisation that can effectively tackle the causes and consequences associated with unemployment and poverty in Africa.</p> <p>Centre for Enterprise Development and Action Research (CEDAR), Ibadan, Nigeria</p>	
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PREVIOUS POSITIONS/PORTFOLIOS HELD

1.	<p>Teacher (National Youth Service Corp), in charge of teaching senior secondary school pupils and organising intra-class talent discovery programmes for the pupils. Preparation of lesson notes, grade test and evaluation of students' progress. Running extra-curricular sports, club and other activities and developing various strategies to help make learning easier and better for students.</p> <p>Community High School Umuida, Igbo-Eze North Local Government, Enugu State, Nigeria</p>	<p>Jul. 2009 – Jun. 2010</p>
2.	<p>Assistant Registration Officer I</p> <p>Independent National Electoral Commission Ad hoc Staff, Surulere LGA, Oyo State.</p>	<p>Jan – Feb. 2011</p>
3.	<p>Customer Service Representative (One year Industrial Training)</p> <p>Adchemm Travels and Tours Agency.</p>	<p>Jul. 2005 – Jun. 2006</p>
4.	<p>Programmes Department (Four month SIWES)</p> <p>Broadcasting Corporation of Oyo State, Nigeria</p>	<p>Mar. – Jun. 2004</p>

STATEMENT OF EXPERIENCE

A. PROGRAMME MANAGEMENT

- LED THE FACILITATION OF CAPACITY STRENGTHENING FOR FOOD PROCESSING MICROENTERPRISES PROJECT IN THREE GEOPOLITICAL ZONES IN NIGERIA, which includes; location selection, baseline assessment, stakeholder's analysis, development of programme design and annual plan.
- COORDINATED THE IMPLEMENTATION OF PROGRAMME ACTIVITIES, which includes; developing MoU, supported community-based partners to

develop a clear plan for capacity development and realisation of the plan, built strong partnership with stakeholders for the provision of support services to target group, development of strong local networks of relevant stakeholders to provide for comprehensive “safety nets”.

- **BUILT A STRONG PROGRAMME TEAM**, which includes; support in the recruitment process for new co-workers, conducted orientation programmes for new co-workers to ensure a good understanding of organization and their role within it, ensuring effective performance management systems are implemented for programme co-workers, identification and realisation of individual staff training and development needs, being a supportive and understanding leader and manager, on whom co-workers can depend and building a culture of learning and openness amongst co-workers
- **FINANCIAL MANAGEMENT AND ADMINISTRATION OF THE PROGRAMME**, which includes; ensuring organization’s financial resources are used modestly and efficiently, implementation of financial and administrative procedures and ensuring all programme expenditure/resources usage is in line with the annual plan and budget.
- **ESTABLISHED MECHANISMS FOR MONITORING AND EVALUATION OF THE PROGRAMME**, which includes; ensuring effective monitoring and evaluation systems are in place and functioning well, providing my supervisor with regular updates on programme activities and results, including regular written reports, securing regular financial reports.
- **CONTRIBUTED TO THE WORK OF THE BROADER ORGANIZATION**, which includes; participating in local, national, regional and continental processes, meetings, and structures, documenting and sharing good practices and lessons learned with colleagues to support organisational learning, prepared programme information as required for public relations and fund development purposes, keeping track of child rights issues in general as well as current social development issues and trends relevant to the organization’s mission.

B. MONITORING AND EVALUATION ACTIVITIES

- Coordinated the activities of all Field Operations Staff namely: Focal Person and their Assistants
- Monitored and evaluated the performance of the field officers in three Geopolitical Zones in Nigeria
- Prepared monthly, quarterly and yearly technical and analytical reports on activities of the NGO
- Supervised the consultants/NGOs working with the NGO

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- Developed monitoring and research tools and coordinated training and retraining of staff on the use of the tools
 - Organized, coordinated and conducted distributors' network survey and design marketing network.
 - Harmonized reports from every sectors of the project
 - Conducted research and data analysis
 - Developed action plan and budget

C. ADMINISTRATION

- Day to day running of the office administration
- Proposal writing, presentation and defending
- Organization of meeting with client
- Event planning and marketing
- Assist in recruitment process

D. PROGRAMME ASSISTANCE/FACILITATION

- Logistics, Planning and Facilitating Workshops/ Seminars
- Project Implementation through Field Survey & Desk Reviews
- Field Data analysis & interpretation
- Data Entry Supervisor/Manager
- Assist in writing Proposals, Budgeting and Work Plan
- Report Writing

E. FREELANCER

- Yoruba etymological tagging: 35,000 words
- Language Evaluation and Adjudication
- Transcreation and Transliteration: over 50,000 words
- COVID 19 Research Questionnaires Translations for Geopoll
- Project Amazon Product Translations (Yoruba): over 100,000 words
- Re-enforcing project guidelines through meetings and information sessions with major clients.
- Yoruba Style Guide Development and Production.

THESIS/DESERTATIONS, REPORTS AND PUBLICATIONS

1. **Six Weeks Teaching Practice Report held at Methodist Basic School II, New Bodija Ibadan Oyo State, Nigeria;** A report submitted to Institute of Education/Department of Teacher Education University of Ibadan in partial fulfilment of the requirement for the award of Postgraduate Diploma in Education (PGDE), **Fawamide Tolulope**. December 2014.
2. **Effective Customer Relations as a Tool for Corporate Image Making: A Study of Diamond Bank PLC.** A thesis submitted to the Department of Mass Communication The Polytechnic Ibadan in partial fulfillment of the requirement for the award of Higher National Diploma (HND) in Mass Communication, **Fawamide Tolulope**, September 2008.
3. **Audience Attitude Towards News Coverage in Electronic Media; A comparative Analysis Between NTA 10 and Channels Television, Lagos.** A research project submitted to the Department of Mass Communication The Polytechnic Ibadan, Adeseun Ogundoyin Campus, Eruwa in partial fulfillment of the requirement for the award of National Diploma (ND) in Mass Communication, **Fawamide Tolulope**, June 2008.
4. **A report on Four Months Students Industrial Working Experience Scheme (SIWES),** at the Broadcasting Corporation of Oyo State, Ibadan. **Fawamide Tolulope**, June 2004.

COMPUTER/OTHER SKILLS

Competent knowledge of computer software and hardware:

- **Software:** Excel, Word, and PowerPoint, Graphics packages
- **Operating systems:** Windows98, XP, Vista, & Windows 7, 8, 10 & 11
- **Internet/Intranets:** Web Portal Development using Microsoft FrontPage
- **Computer Hardware:** Troubleshooting of minor PC faults.
- **Proficiency** in SDL Trados Suite, Memsource, CAT Tools
- **Online tools:** Google Translator tool kit, Gengo

COMMUNICATION SKILLS

Excellent written and oral communication skills, as well as good inter-personal, facilitation, public relations and advocacy skills.

TEACHING SKILLS

Experienced in teaching and training of field officers on project management processes, Monitoring & Evaluation tools and data analysis, interpretation and management, teaching young people on issues relating to reproductive health, HIV/AIDS prevention & care, non-communicable diseases and computer appreciation.

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

- **Member**, African Business Roundtable (MABR).
- **Member**, Association for African Women in Research and Development (AAWORD) Youth Wing.
- **Graduate Member**, Nigeria Institute of Management (NIM).
- **Member**, Association of Student Communicators (ASCOM) The Polytechnic, Ibadan Chapter.
- **Member**, Abadina College Old Student Association (ACOSA).

OTHER ACTIVITIES/HOBBIES

- Networking
- Reading Development Related Literature.
- Researching and Surfing
- Music
- Travelling

LANGUAGES SPOKEN

Language	Level
○ English	Expert
○ Pidgin(Nigeria)	Expert
○ Yoruba (Mother Tongue)	Expert

REFEREES ARE AVAILABLE ON REQUEST
