

Tolulope Bolanle OLAIYA

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University of Science and Technology of China, Hefei, Anhui 230026, P.R. China.
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EDUCATION

- 2020 – Present **Masters of Philosophy, Public Administration (M.Phil.)** **3.59 of 4.3**
(Expected graduation date – April, 2024)
University of Science and Technology of China, Hefei, PR China.
Supervisor: Professor Zhao Shuliang
Thesis Title: Waste Separation Behavior during Covid-19 Pandemic in Nigeria: Using an Extended Theory of Planned Behaviour (*Completed*)
- 2008 – 2012 **B.A (Hons.) Mass Communication** **3.7 of 5.0**
Adekunle Ajasin University, Akungba Akoko, Nigeria.
Supervisor: Professor C. T. Diri
Thesis Title: Mass Media and Twelve (12) Years of Unbroken Democracy (1999 – 2011) in Nigeria (*Unpublished*)
- 2001 – 2007 **Senior Secondary School Certificate (West Africa Examinations Council)**
St. Louis Grammar School, Akure, Ondo State, Nigeria.

PROFESSIONAL TRAINING AND CERTIFICATION

- 2022 Certification in Modern Management, School of Business, University of Applied Sciences and Arts, Northwestern Switzerland.
- 2022 Graduate Associate Certificate, Nigerian Institute of Management (NIM) No. 259907
- 2018 Research Ethics Training Curriculum
- 2016 Microsoft Innovative Educator (Certificate of Professional Learning).
- 2016 Career Development and Entrepreneur Skills Training for Interns, Graduate Internship Scheme, Federal Ministry of Finance, Nigeria.

RESEARCH AND PUBLICATION EFFORTS

- T. S. Amosun, C. Jianxun, O. H. Rufai, M. Sayibu, R. Shahani, M. Nadege, **T. B. Olaiya** (2021). Understanding the motivational values for the usage of specific online news media and users' perception of information credibility. *Global Knowledge Memory and Communication, Emerald Publishing*. DOI: 10.1108/GKMC-02-2021-0022.
- **Tolulope B. Olaiya**, Zhao Shuliang, Lapologang Sebaka, Olubunmi A. Falebita, Jiashun Huang. Investigating the Effect of Bricolage on Eco-innovation: The Impact of Knowledge Sharing, Inter organizational Networks, and Collective Efficacy in Nigeria (**Under review**)
- **Tolulope B. Olaiya**, Zhao Shuliang, Oyewale D. Abioye, Precious Mgbachi, Olubunmi Falebita. What Influence Residents to Separate Public Medical Waste during a Pandemic? An Examining from the context of an Extended Theory of Planned Behaviour (**Under review**)

RELEVANT WORK EXPERIENCE

- Dec. 2017 – Sept. 2020 **Administrative and Personal Assistant**

GBFS Phytopathology and Histopathology Laboratories Limited.

- Successfully managed incoming and outgoing correspondences, memos, and other official documents.
- Attended meetings and make reports for Consultant Pathologist.
- Successfully planned and organized meetings, coordinated company events, and facilitated teamwork activities.
- Prepared laboratory test reports, record inventories, formatted organizational documents.
- Worked as a research assistant in a bio-banking project which was done in conjunction with the department of surgery.

April 2016 – Nov. 2017 **Administrative Assistant to Consultant Ophthalmologist**

Department of Ophthalmology, Faculty of Clinical Science, College of Medicine, University of Ibadan, Nigeria.

- Assisted with academic research work, collected data, tracked responses, produced data-informed reports.
- Managed incoming and outgoing correspondences, gave reminders as appropriate.
- Attended meetings and make reports for Consultant Ophthalmologist.
- Managed the database of eye clinic patients.
- Kept the inventory of the office and managed the office financial account
- Successfully prepared letters, memos, reports, and spreadsheets.
- Ran other sundry errands as assigned

Jan. 2015 – Feb. 2016 **Graduate Intern (Administrative and Marketing assistant)**

Benevolence Media Limited

- Managed incoming and outgoing correspondences, gave reminders as appropriate.
- Carried out market surveys to identify prospective clients.
- Managed the database of clients.
- Kept the office inventories and managed monthly imprest disbursement.

Jan. 2014 – Dec. 2014 **Creative manager**

GracyT Designs

- Collaborating with team members to develop concepts in creating clothes & accessories for clients.
- Budgeting for fabrics materials & equipment
- Designs creation, including fittings, pricing, and marketing.
- Client relationship management and identifying current fashion trends
- Promoting green eco-innovative approaches to managing cloth wastes.

Jul. 2013 – Jan. 2014 **Editorial Assistant**

JIGAMO Publishers Limited

- Proofread and formatted manuscripts for onward publication.
- Produced reports, make presentations, charts, and illustrations.

Jul. 2012 – Jun. 2013 **Teacher, English Studies (National Youth Service Corp)**

Federal Science and Technical College (FSTC)

- Taught English grammar to High School students
- Prepared teaching materials, conducted assessment tests, and provided mentorship to a class 45 students.

Jan. – Mar. 2011 **Intern, News and Public Affairs Department**

Nigeria Television Authority (NTA)

- Gathered and reported News for daily broadcast
- Assisted in organizing and conducting interviews

SKILLS

Editing and Proofreading, Business and Technical Presentations, Database Management and Statistical Analysis tools (SPSS, MCSO, Microsoft Excel, Monkey, Google forms) Microsoft Office Suite, Survey.

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- 2022 Certification in Modern Management, School of Business, University of Applied Sciences and Arts, Northwestern Switzerland.
- 2022 Graduate Associate Certificate, Nigerian Institute of Management (NIM) No. 259907
- 2016 Microsoft Innovative Educator (Certificate of Professional Learning).
- 2016 Career Development and Entrepreneur Skills Training for Interns, Graduate Internship Scheme, Federal Ministry of Finance, Nigeria.

VOLUNTEER INITIATIVE

- May -June 2023 Volunteer, 2023 USTC Graduation Party for International Students
- Oct. - Nov. 2023 Volunteer, 2023 USTC Sino-Foreign Cultural Exchange Festival
- Mar. - May 2022 Volunteer/Internship
Boom Fashion World (Ready-to-wear mass garment production company and Cloth line)
- July 2012 – 2013 Head of News Reporting, Orientation Broadcasting Service (OBS), Jalingo, Taraba State, Nigeria.

REFEREES

Jiashun Huang (Professor of Public Administration)

University of Science and Technology of China, China
Email: jh993@ustc.edu.cn Phone: +86 551 6360 7680
Relationship: Postgraduate Advisor

Shuliang Zhao (Professor of Public Administration)

University of Science and Technology of China, China
Email: shulz@ustc.edu.cn Phone: +8613605692364
Relationship: Postgraduate Supervisor

Olufunmilola A. OGUN (Consultant Ophthalmologist and Associate Professor)

Department of Ophthalmology, University College Hospital, University of Ibadan, Nigeria.
Email: oaogun@com.ui.edu.ng | Phone +234 803 213 7984
Relationship: Former Employer