

CURRICULUM VITAE

01 PERSONAL

- (i) **NAME IN FULL:** DARAMOLA, Oluyemisi Grace
- (ii) **DATE OF BIRTH:** 27th May, 1984
- (iii) **PLACE OF BIRTH:** Ilorin, Kwara State
- (iv) **AGE:** 34
- (v) **SEX:** Female
- (vi) **MARITAL STATUS:** Married
- (vii) **NATIONALITY:** Nigerian
- (viii) **TOWN AND STATE OF ORIGIN:** Offa/Kwara State
- (ix) **CONTACT ADDRESS:** Legal Unit,
Federal University of Agriculture,
Abeokuta, P.M.B 2240
- (x) **PHONE NUMBER:** 08069778707, 08053252857
- (xi) **E-MAIL ADDRESS:** daramolaog@funaab.edu.ng
- (xii) **PRESENT POST AND SALARY:** Assistant Registrar 09/04
- (xiii) **POST ON PROMOTION:** **Senior Assistant Registrar**

02 EDUCATIONAL BACKGROUND:

- (i) **Educational Institutions Attended (with dates)**
- | | | |
|--|---|-------------|
| (a) Chartered Institute of Arbitrators (UK) | - | 2017 |
| (b) University of Ibadan, Ibadan | - | 2008 - 2010 |
| (c) Nigerian Law School | - | 2006 - 2007 |
| (d) University of Ilorin, Ilorin | - | 2002 - 2005 |
| (e) Unilorin Secondary School, Ilorin | - | 1997 - 2000 |
| (f) Federal Government Girls College, Omu-Aran | - | 1994 - 1997 |
- (ii) **Academic and Professional Qualifications (with dates)**
- | | | |
|---|---|------|
| (a) Associate, Chartered Institute of Arbitrators (ACI Arb) | - | 2017 |
| (b) Master of Laws (LL.M) | - | 2010 |
| (c) Barrister at Law (B.L.) | - | 2007 |
| (c) Bachelor of Laws (LL.B) | - | 2005 |
| (d) Senior School Cert. Examination (SSCE) | - | 2000 |
- (iii) **Prizes, Honours, National and International Recognition** Nil

03 WORK EXPERIENCE

(i) Assistant Registrar (Legal Unit) 1st October 2015 Till Date

- Gives general legal advisory services to the University Governing Council, University Administration and all the other Units of the University.
- Court attendance on behalf of the University.
- Provide support services to effectively mitigate the University's legal exposure.

- d. Prepare and draft legal documents, contracts and legal opinion as required and ensure regulatory compliance in all transactions.
- e. Assist in managing relationships with external solicitors and ensure compliance with agreed service levels.
- f. Assist in negotiating and reviewing agreements, and other legal documents.
- g. Analyse and explain legal and regulatory risks and the need to get the right outcome for the University.
- h. Provide cut edge advisory and dispute resolution services with focus on labour, employment and company secretarial practice.
- i. Provide strategic legal and commercial advice on the University's investments in various businesses.
- j. Advice to the University officials on law and policy relating to the operations of the University.

(ii) Administrative Officer I (Legal Unit) 15th June 2012 – 30th September 2015

- a. Gives advice to the University officials on law and policy relating to the operations of the University.
- b. Provides legal advisory support services to all directorates, colleges, departments and units of the University ensuring compliance with extant laws and regulations.
- c. Drafts and gives advice on legal documents such as memoranda of understanding, collaboration agreements and proposals relating to the University's operations and ensures identified risks are mitigated.
- d. Examine memoranda of understanding and agreements with great skill having regard to the objects of the University, make amendments and corrections where necessary in order to meet standards for execution.
- e. Negotiates, prepares and vets research and technology transfer agreements to address general matters on intellectual property and guide the University personnel on the application of intellectual property laws and principles alongside the University's policies.
- f. Assists in drafting, amending and interpreting legislative documents such as statutes, ordinances, rules and regulations.
- g. Maintains and updates records of case documents to facilitate access during arbitration or litigation.
- h. Attends court to monitor cases involving the University and liaise proactively with the external counsel in determining how such cases should be handled and arranging for appropriate representation in order to protect the interests of the University.
- i. Examine and verify procurement and maintenance contracts in order to ensure compliance with the University and Government procurement standards.
- j. Gives advice on administration of pension funds and entitlements to beneficiaries.
- k. Prepares updates to the Council and Management in relation to the frequent amendments of statutes.
- l. Prepares updates on pending legal matters to Council and Management.
- m. Provides advice on staff and student disciplinary matters.
- n. Interacts with members of the legal profession, officials of the state and others as required to perform my duties and responsibilities.

(iii) Administrative Officer I (Industrial Park Unit) 29th March 2012 – 15th June 2012

- a. Provided administrative support and responsible to the Production Manager for the day- to-day administration of the Unit.
- b. Coordinated and supervised Registry staff in the Unit.

- c. Prepared memos and other correspondences as directed by the Production Manager.
- d. Prepared response to routine enquiries on the activities of the Unit.
- e. Liaised between the Industrial Park Unit and other Units of the University.
- f. Performed other duties as directed by the Deputy Vice-Chancellor (Development), the Registrar and the Production Manager.

04 SPECIAL ASSIGNMENT/COMMUNITY SERVICE

(i) Special Assignments

- a. In Attendance, University Governing Council -2017 till date
- b. In Attendance, Finance and General Purpose Committee -2017 till date
- c. Secretary, Negotiating Team on the Diabetes Research Centre -2017 till date
- d. Secretary Committee on PCG Nigeria Limited -2017 till date
- e. Member, Tertiary Institutions Social Health Insurance Programme Committee - 2015
- f. Member/Secretary, Committee on the MoU between FUNAAB and ANAN - 2015
- g. Member, Ad-Hoc Committee on Life Insurance Cover for all Undergraduate Students - 2014
- h. Member/Secretary, Committee on Electric Shuttles for Mass Transit in the University - 2014
- i. Member, Committee of Pension Board for Processing of Letter of Administration - 2012
- j. Member, Procurement Planning Committee - 2012 till date
- k. Member, Student Disciplinary Committee - 2012 till date
- l. In Attendance, Staff Disciplinary Committee - 2012 till date
- m. In Attendance, Tenders Board - 2012 till date
- n. In Attendance, Tender Opening Committee - 2012 till date
- o. In Attendance, Capital Development Committee - 2012 till date
- p. In Attendance, INHURD Management Board - 2012 till date
- q. In Attendance, University Senate - 2012 till date
- r. In Attendance, Board of Trustees for Pension Administration - 2012 - 2015
- s. Resource Person, FUCONS Training Workshop for Heads of Department - 2012
- t. Alternate Secretary, Committee on the Handing-Over Ceremony of the Outgoing Vice-Chancellor - 2012
- u. Alternate Secretary, Tour of University Facilities by the Officials of the Bank of Industry - 2012
- v. Secretary, Taskforce on Construction of Fences in the Hostel, Shopping Mall and Conversion of Vice-Chancellor's Lodge to a Guest House - 2012

(ii) Community Service

- a. Sister Welfare Associate Coordinator, DLCF, FUNAAB - 2011 till date
- b. Pro bono legal services to enhance and promote the welfare of women and children in Kwara State through FIDA Kwara - 2008-2010
- c. Financial Coordinator, DLCF, Nigerian Law School, Abuja Campus - 2006 – 2007
- d. Pro bono legal services to seek redress and justice especially in cases of human rights violations through the Legal Aid Club, NYSC Enugu State -2007 - 2008

05 COMMENDATIONS

- a. Letter of Commendation from the Registrar, Dr. Bola Adekola for commitment, diligence and dedication to duty while working with the Acting Vice-Chancellor, Professor O. A. Enikuomhin dated November 2017
- b. Letter of Commendation from the Vice-Chancellor, Professor O. B. Oyewole for commitment, hard work, reliability, enthusiasm and resourcefulness in the discharge of duties dated May 2017.

- c. Letter of Commendation from the Registrar, Mr. M. O. Ayoola for commitment, meritorious and selfless service while in attendance on the Board of Trustees for Pension Administration dated August 2015
- d. Letter of Commendation from the Vice-Chancellor, Professor O. B. Oyewole for diligence, loyalty and perseverance in the discharge of duties dated July 2015

06 MEMBERSHIP OF PROFESSIONAL BODIES

- (a) Nigerian Bar Association (NBA)
- (b) Federacion Internacional De Abogadas- International Federation of Women Lawyers (FIDA)
- (c) Associate, Chartered Institute of Arbitrators (UK)
- (d) Christian Lawyers' Fellowship of Nigeria (CLASFON)
- (e) Association of Nigeria Universities Professional Administration

07 EXTRA CURRICULAR ACTIVITIES

Reading, Singing and Playing Violin

08 PUBLICATIONS

- (a) **OLAWOYE, G. O.** 'Cultural Relativism and the African Protocol on the Rights of Women: Myth or Reality' (Unpublished LL.M Research 2010).
- (b) **OLAWOYE, G.O.** 'An Evaluation of the Requirement for Disclosure in Financial Statements of Companies' (Unpublished LL.B Research 2005).

09 REFEREES

- 1. Professor O. A. Enikuomehin,
Department of Crop Protection,
Federal University of Agriculture, Abeokuta.
- 2. Professor C. O. Adejuyigbe,
Department of Soil Science and Land Management
Federal University of Agriculture, Abeokuta.
- 3. Mr. M. O. Ayanda,
Principal Assistant Registrar,
Council Affairs,
Federal University of Agriculture, Abeokuta.

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Signature

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Date