**COMFORT ODESOLA**

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## Education

* 2016- 2017 University of Edinburgh, Edinburgh United Kingdom

 **LLM Corporate Law**

 **Dissertation**: A Comparative Study of the UK and Nigerian Corporate Governance Codes in relation to the Enforcement of CSR.

* 2012 –2015 Maynooth University, Co. Kildare.

 **(Honors) BBL of Law and Business**

 Result: 2:1 Honors.

The European Computer Driving License **(ECDL)** certificate

**Key skills**

* **ICT: MS Office:** I am confident in using MS Office applications fluently as demonstrated in my executive position.
* **Communication:** The ability to listen, understand others and present information well, as shown in my secretarial role when taking minutes, this allows me to give great customer service.
* **Research and Critical Analysis:** Through my master’s programme, I have developed a new level of critical analysis which I believe allowed me to progress to the Dissertation element of my course.
* **Interpersonal:** Working well with others, understanding their needs and being sympathetic with them, as demonstrated with my interaction distressed/ suicidal members of the public who called into Primary Care for help.
* **Teamwork:** I am able to collaborate with others by following instructions, organizing and been innovative.

##### Employment/ work experience

June 2017- Date: **Healthcare Improvement Scotland, Edinburgh.**

 Role: Administrative Officer.

**Duties**

* Providing Administrative Support to Unit Heads of various Healthcare Reform.
* Diary and Email Management for Unit Head.
* Providing Support to the Business Management Team which I am a part of.
* Events Support such as the Annual NHS Event, and Masterclasses.
* Travel Managements for Unit Heads.

March 2016- September 2016 **Office of the Operations Manager for Primary Care, HSE.**

Role: **Secretary/ Administrator**

**Duties**

* Provide administrative support to the Operations manager in running activities for the HSE sector.
* Act as a first of point of contact for the Manager in answering phone queries about Primary Care.
* Taking calls on customer complaints about the HSE department, reporting and recording them.
* Compiling weekly and monthly data on Head of Departments annual leave, risk assessments, and aids waiting lists across the departments that Primary Care mange.
* Circulating the agenda, reminders and taking minutes at certain HOD’s meetings.
* Typing and preparing letters to clients and applications from HOD’s for the Managers approval and signature.
* Sending, printing and filing of confidential documents for the operations Manager on ongoing legal proceedings.
* Setting up conference calls for HOD’s meetings.
* Monitoring the email and postal system, and responding to clients and in-hose departments.
* Booking rooms and catering for both external and in-house meetings, training and conferences.

September – December 2015: **UCD School of Medicine.**

Role: **Executive Assistant.**

**Duties**

* Provide a high level of administrative support to the Biomedical Science Section by adapting to change in work priorities and problems that arise during the day.
* Acting as a first point of contact for the office in dealing with student, staff and delivery queries.
* Using my ICT skills in supporting projects such as the e-filing and module improvements and module timetabling initiatives as agreed with the Section Manager.
* Working on individual projects; timelines for the HH Stewart, Ambrose Birmingham and Coakley Awards for the School.
* Assisting in the organizing of the **Matrix Biology Ireland** conference event.
* Supporting the administrative staff meetings by preparing documents to be used at the meetings.
* Representing the Biomedical Science Section at the RDS Higher Options and informing prospective students of University standards and criteria.
* Ensure accurate recording; secure storage, archival and retrieval of exams papers, research-related, student-related and programme-related data as required by current University procedures.
* Produce accurate, timely reports and updates by preparing activity logs as required for the Section Administrative Manager.

2013 to 2015:Role: **Public Relations Officer** and **Treasurer** at Afro Caribbean society in Maynooth University.

**Duties**:

* Promoting the society in the University, by organizing events such as the annual Christmas party and Africa day where I interacted with dignitaries such as the Kenyan Ambassador for Ireland.
* Preparing Income and expenditure accounting for society transactions as well making regular audit reports for the University Union.
* Planning and budgeting spending for future events as well dealing with cash flow as the signatory.

December 2014: **Next plc**

 Role: Sales Assistant.

**Duties**:

* Customer servant advisor; assist customers to make their purchases and answering queries.
* Making sales at the till in a timely manner.

2011: **Kevin Tunney Solicitors**, Main Street, Tallaght, Dublin 24.

 Role: Office Assistant.

**Duties**:

* Handling the responsibility of photocopying confidential files that were used in the court.
* Faxing some letters for the solicitors and excel record keeping of the firms accounts.

**Interests and Activities**

***Professional***

 (**FLAC) Free legal Advice Center Trainee**

* Completing training on different legal issues in order to advice University students on legal issues in everyday life such as tenancy law, Family law.

***Personal:***

* Being an active member of the cultural societies reshaping Ireland.

##### REFERENCES AVAILABLE UPON REQUEST