

ADEFABI Francis, Olayinka

Curriculum Vitae

Residential Address: 12 ICE Road, Off Television Road, Oredo Local Government, Benin City.

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CAREER SUMMARY

I am a language Engineer with a vast experience and expertise in communication and language control. I am a highly resourceful, innovative, enthusiastic and research-oriented linguist with a rich knowledge in administrative procedure. I am an articulate qualified teacher with the ability to communicate effectively with students and clients from diverse backgrounds and varied degrees of ability. I am also a dedicated and committed Staff with a proven ability to relate, motivate and direct team members to maximize performance by encouraging a positive and energetic environment.

GENERAL INFORMATION

NAME	ADEFABI Francis, Olayinka
ABBREVIATIONS	F. O Adefabi
NATIONALITY	Nigeria
GENDER	Male
DATE OF BIRTH	August 13, 1986
E-MAIL ADDRESS	abb4fransico@yahoo.com
TELEPHONE	08064938437
MARITAL STATUS	Married

QUALIFICATION

- Adekunle Ajasin University Akungba 2009 - 2014
B.A. Linguistics (Second Class Upper Division)
- University of Benin, Benin City 2016 -2019
M.A. Linguistics (Ph.D Grade)

SUMMER SCHOOLS ATTENDED

- African Linguistics Schools (Lead City University Ibadan, Nigeria) 2013
- Academic Writing for Young Academics in Africa 2018

CONFERENCE ATTENDED

- West African Linguistic Congress: (Abomey-Calavi, Benin Republic) 2015

ORGANIZATIONS BELONG

- West African Linguistic Society (WALS)
- Centre for Language Research and English Proficiency (CLAREP)

PUBLICATIONS IN JOURNALS

- Constantine Yuka and Francis Adefabi (2015). *Resumptive pronoun in Supare and HTS in Standard Yoruba. Journals of Linguistic Studies. Vol. 1. No. 1. Pp 87-113.*
- Constantine Yuka and Francis Adefabi (2016). *The LTS and Polarity in Supare Negated Clauses: New Findings in African Languages.* Constantine Yuka and Taiwo Oye (Ed). Pp 38-46

LANGUAGE AND EDITING EXPERIENCES

- **Research Assistant: January 2013—December 2017**
- ❖ **Professor Constantine Yuka, University of Benin, Nigeria.**
- **Research Assistant: January 2016—January 2018**
- ❖ **Dr. Christine Ofulue, National Open University of Nigeria, Victoria Island, Lagos, Nigeria.**

- **Research Assistant: February 2018 Till Date**
- ❖ **Dr. Alexandra Esimaje, Benson Idahosa University, Benin City**
- **National Youth Service Corps: November 2014– October 2015**
- ❖ **Ujoelen Grammar School, Ujoelen, Ekpoma, Edo State.**
- **English/Literature in English Teacher: January – October 2015**
- ❖ **Uwendova Tutorial Centre, Ekpoma, Edo State.**
- **English/Literature in English Teacher: January – October 2015**
- ❖ **Divine Grace Lectures, Market Square, Ekpoma, Edo State.**
- **English/Literature in English Teacher: May -- October 2016.**
- ❖ **Paragon Comprehensive School, Benin City.**
- **English Phonetics Teacher: October 2016 Till Date**
- ❖ **Mega Montessori School, Benin City**

ADMINISTRATIVE EXPERIENCE

Administrative Officer: January- October 2015: Ujoelen Junior Grammar School, Ekpoma, Edo State.

My overall responsibilities were to assist the School Principal and ensure the smooth running of the Administrative Office.

Duties:

- Tabulate and document students in the school.
- Organize, conduct and supervise aptitude test (both oral and written) for the prospective students of the school.
- Document successful students and recommend same to the Authority for Admissions.
- Distribute students into classes at the beginning of the session.
- Attend to request for debate and competition as well as organize the participating students.
- Help in job allocation to the fresh Corp Members, Teaching Practice (TP) and Industrial Training (IT) Students.

- Keep a proper diary of Students intake.

Assistant Managing Director: January 2008- October 2011

DE-Grace Ventures, Isolo, Lagos

Duties:

- Day to day accounting officer
- Accessing and auditing the transaction accounts of the staff under my supervision
- Reviewing the administrative success of the firm on quarterly basis
- Control the inflow and outflow of cash in the firm
- Direct and give responsibilities to staff under me.
- Supervise the daily operation of the firm.
- Tabulate the needed stocks and place an order for same.
- See to the welfare and complaints of the staff.
- Attend to all petitions and complaints from customers on behalf of the MD.
- Be responsible & give account of the daily transaction to the Managing Director.

EXTRA-CURRICULA ACTIVITIES

- Swimming
- Listening/Watching Comedy
- Listening to Music

AREAS OF EXPERTISE

- Computer literacy (word, Excel, Corel Draw, Power point etc)
- Research
- Time management
- Problem solving
- Motivation
- Human management
- Editing
- Excellent communicative power

PERSONAL ABILITIES

- Attention to details.
- Leadership/Managerial ability.
- Ability to cope and work under pressure.
- Excellent organizational skill.
- Pro-activeness and Versatility.
- Leading by example, providing clear management and leadership.
- Proficiency on duty, law abiding and obeying the Ethics of the Job.

ACADEMIC ABILITIES

- Research ability.
- Professionally up to date.
- Student friendly but creative lecture style.
- Clear and logical sequential presentation of material.
- An expert and authoritarian knowledge in the specialized field.
- Illustration of the practical application of the theory so presented.
- Scaling and Prioritizing

ADMINISTRATIVE ABILITIES

- Problem solving
- Time management
- Multi-tasking
- Organizational management
- Communicative expertise
- Planning and scheduling
- Technology skills
- Attention to details
- Book keeping
- Editing and Proofreading

REFEREES

- **Prof. Constantine Yuka:** Department of Linguistics Studies, University of Benin, Nigeria. 08023089747, lc_yuka@yahoo.co.uk.
- **Samuel Abey:** 5 Akintayo , Akinbola Street, Surulere Lagos, Nigeria. 08037222068, samuelabey@gmail.com
- **Dr Dolapo Clement:** 1 Shove's place, Ayedara, Supare Akoko, Ondo State, Nigeria. 08068923215, durodolapo@gmail.com