

UGOCHUKWU, Sarah Chinenye

BIO DATA

Date/Place of Birth:	5 th May, 1978/Ijebu-Ode
Gender:	Female
State of Origin:	Imo State
L.G.A:	Ehime-Mbano
Nationality:	Nigerian
Marital Status:	Married
Religion:	Christianity
Number & Ages of Children	Three Children (Six years, Four years & Two years old)
Contact Address:	Block 7, Flat 4, Staff Qtrs (High Rise), Federal Polytechnic, Ilaro, Ogun State.
Postal Address:	Department of Office Technology & Management, The Federal Polytechnic, P.M.B. 50, ILARO, Ogun State.
Email:	ugochukwusarah1@gmail.com
Telephone Numbers:	08057679530, 08132665251
Present Position	Principal Instructor II

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

- Lead City University, Ibadan, Oyo State. 2018 –
Date
- Tai Solarin University of Education, Ijebu-Ode, Ogun State. 2010 –
2011
- The Federal Polytechnic, Ilaro, Ogun State. 2002 –
2004
- The Federal Polytechnic, Ilaro, Ogun State. 1999 –
2000
- Our Lady of Apostles Sec. School, Ijebu-Ode, Ogun State. 1990 –
1995

ACADEMIC QUALIFICATIONS OBTAINED WITH DATES

- M.Sc. Office and Information Management In-
View

- Post Graduate Diploma in Education (PGDE) 2014
- Certificate in Advanced Digital Appreciation Program – Tertiary Training 2006
- Higher National Diploma in Secretarial Studies (Upper Credit) 2004
- National Diploma in Secretarial Studies (Upper Credit) 2000
- Senior School Certificate 1995

PROFESSIONAL MEMBERSHIP

- Professional Member, Association of Business Educators of Nigeria [ABEN].
- Member, Women in Technical Education [WITED], Federal Polytechnic, Ilaro Chapter.

AREA OF SPECIALIZATION/COURSES TAUGHT:

- Teaching of Office Practice I and II, Modern Office Technology, People Communication Skills, Introduction to Entrepreneurship, Practice of Entrepreneurship, Oral Communication Skill (Seminar) and ICT.
- Supervision of Students' Project both at ND and HND Levels.
- Discharge any other Duties assigned by the Head of Department and the Dean.

ADMINISTRATIVE/LEADERSHIP POSITIONS

- Secretary, Accommodation and Logistics Committee, WITED 1st National Conference, Federal Polytechnic, Ilaro Chapter. 2019
- Secretary, Keep D Campus Clean Committee (WITED), Federal Polytechnic, Ilaro. 2018 - Date
- Unit Head, Modern Office Technology, OTM Dept., Federal Polytechnic, Ilaro. 2016 – Date.
- Departmental Assistant Seminar Coordinator, OTM Dept., Federal Polytechnic, Ilaro. 2017 – Date.
- Departmental Secretary, OTM Dept., Federal Polytechnic, Ilaro. 2012 – 2017
- Member, Departmental Accreditation Committee, OTM Dept., Federal Polytechnic, Ilaro. 2018 – Date.
- Member Welfare Committee, OTM Dept. Federal Polytechnic, Ilaro. 2012 – Date.
- Member, Entertainment Committee, School of Applied Sciences New Year Get-Together. 2013.
- Member, Entertainment Committee, 73rd ASUP NEC Meeting held at the Federal Polytechnic, Ilaro. 2013

CONFERENCES/TRAININGS/WORKSHOPS ATTENDED

- Federal Polytechnic, Ilaro Short Training on e-Library Usage and e-Content Stocking for the Institution held on 10th May, 2019 at the Polytechnic e-Library.

- National Conference on Science, Technology and Communication (SPASCIT 2017), held at the Federal Polytechnic, Ilaro on 4th – 7th Dec., 2017
- 27th Annual National Conference of Association of Business Educators of Nigeria (ABEN) held at Osun State Polytechnic, Iree. On October 2015
- 3rd National Conference of the School of Applied Science, Federal Polytechnic, Ilaro. June 2015
- Train-the-Trainer Workshop on Entrepreneurial Skills organised by the Entrepreneurship Development Centre, Federal Polytechnic, Ilaro. February 2015
- Workshop on Capacity Building for Academic Staff organised by The Federal Polytechnic, Ilaro. February 2015
- 2nd National Conference of the School of Applied Science, Federal Polytechnic, Ilaro. May 2013
- Train-the-Trainer Workshop on the Teaching of Entrepreneurial Skills organised by the Entrepreneurship Development Centre, Federal Polytechnic, Ilaro. February 2012
- A Training Workshop on Computer Software Packages (Microsoft Excel and Powerpoint) organised by Association of Business Educators of Nigeria, Ogun State Chapter. July 2011
- 2nd School Of Applied Science Academic Staff Annual Retreat, Federal Polytechnic, Ilaro. December 2010
- 1st National Conference of School of Applied Science, Federal Polytechnic, Ilaro. October 2009
- MDG Workshop for Teachers on the Use of Computers, Information and Communication Technology Equipment and Audio Visual Aids for Teaching TVE Curricula. November 2008
- Workshop on Writing Skills for Journal Publication and Conference Paper Presentation organized by The Federal Polytechnic, Ilaro in conjunction with PolyConsult and Industrial Services Ltd. September 2007

- Digital Bridge Institute, International Centre for Communications Studies – Training on Advanced Digital Appreciation Program – Tertiary [ADAPT] organised by National Communication Commission [NCC], December 2006

LIST OF CONFERENCE PAPERS PRESENTED WITH DATES

- UGOCHUKWU SARAH C. (2015): Entrepreneurial Skill Acquisition among Polytechnic Students: Panacea to Unemployment in Nigeria. A Paper presented at the 27th Annual National Conference of Association of Business Educators of Nigeria (ABEN) held at Osun State Polytechnic, Iree. October, 2015
- Omowunmi J., UGOCHUKWU S.C., Jimoh I.B. & Salako O.A.(2015): Influence of Information and Communication Technology on the Nigerian Society and Culture. A Paper presented at the 3rd National Conference of the School of Applied Science, Federal Polytechnic, Ilaro. June 2015

PRACTICAL UNDERTAKEN

- Practical Manual on Modern Office Technology by UGOCHUKWU Sarah C.

PROJECT/THESIS

- **Impact of Private Vocational and Technical Schools on Employment Generation and Poverty Alleviation in Lagos State** – A Thesis submitted to the School of Postgraduate Studies, Tai Solarin University of Education, Ijagun, Ogun State in Partial Fulfilment of the Requirements for the Award of Post Graduate Diploma in Education. 2011
- **Impact of Industrial Training on the Students of Secretarial Studies** – A Project submitted to the School of Management Studies, Federal Polytechnic, Ilaro in Partial Fulfilment of the Requirements for the Award of Higher National Diploma in Secretarial Studies.

COMMUNITY SERVICE

- Member, Federal Polytechnic Ilaro Choral Group. 2015 – Date
- Choir Mistress, Christ Abundant Power Apostolic Church, Ilaro. 2012 – Date
- Member, Anniversary Committee, Christ Abundant Power Apostolic Church, Ilaro. 2013 – Date

EXTRA-CURRICULAR ACTIVITIES

Sports, Singing, Counselling.

REFEREES

Mr. O.S. Ogungbemi
Dean,
School of Communication and Information Technology,
Federal Polytechnic, Ilaro,
Ogun State.

Mr. D.A. Durowaiye,
Director,
PolyConsult and Industrial Services Ltd.,
Federal Polytechnic Ilaro,
Ogun State.

Dr. (Mrs) C.B. Iro-Idoro
Chief Lecturer,
Office Technology and Management Department
Federal Polytechnic Ilaro,
Ogun State.

