**OLUTOLA OJO**

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**Professional Summary**

Human Resources Consultant / Assistant with three years’ experience delivering customised solutions to clients based on diagnosed needs. Possesses strong interpersonal, organisational and communication skills.

**Skills**

• Recruitment • Proposal drafting

• Project Administration • Microsoft Word, Excel & PowerPoint

• Human Resources • Data Entry

• Sourcing • Interpersonal skills

• Customer Service • Organisational skills

**Education**

**Post Graduate Certificate: Human Resources Management** 2021-2022

Algonquin College, Ottawa, ON

**Bachelor of Social Sciences**  2013

**International Development and Globalization, with a minor in Psychology** (Cum Laude)

University of Ottawa, ON

**Professional Experience**

**Talent Sourcer/Researcher September 2021- November 2022**

**Prodent Search**

* Development and Implementation of a sourcing strategy
* Utilization of various sourcing channels to source for candidates
* The use of various sourcing techniques such as Boolean Search to identify potential candidates
* Building a talent pool for different projects
* Liaising with recruiters to identify top candidates for our clients.

**Human Resources Assistant (Contract) June – August 2021**

**Scouts Canada**

Scouts Canada is a Non-governmental Organization dedicated to the development of Canadian youths.

* Demonstrated organisational skills by filing and updating employee records physically and virtually.
* Recruitment activities such as screening of resumes and shortlisting of candidates.
* Deployment of staff engagement and exit surveys to measure employee engagement levels.
* Assignment of mandatory trainings to new employees through learning database, to meet regulatory requirements.
* Review and update of Staff Handbook.
* Assign training to employees on LMS.

**Human Resources Assistant October 2015 - July 2019**

**Financial Institution Training Centre (FITC), Nigeria**

FITC was established in 1981 to provide Training, Consulting and Research services to the players in the financial services sector and other relatedindustries.

* Analysed client needs to determine specific HR and Organisational Development needs
* Candidate sourcing and screening of resumes to shortlist candidates
* Recruited the MD/CEO of a Microfinance bank
* Involved in the recruitment of over 20 candidates for an e-payments and cards company through sourcing, pre-screening, shortlisting, and interview coordination.
* Experience using Applicant Tracking System (ATS) in recruiting
* Drafted employee staff handbook and HR Procedures and Policies document for a client in the Oil and Gas sector
* Developed over 1,000 Job Descriptions for a client during an organisational transformation project.
* Coordinated Computer Based Tests (CBT), Essay writing sessions and interview sessions for clients during their annual Staff Promotion Exams exercise
* Developed assessment questions for tests and interviews, and marked scripts for clients Staff Promotion Exams
* Coordinated Board and Management Retreats for clients
* Demonstrated strong project management skills by using MS Projects to track projects timelines and deliverables to ensure timely completion of projects.
* Developed proposals, expression of interests, presentations, project inception reports and close-out reports for clients.
* Coordinated training programmes for clients.
* Served as an internal Project Management Office member during an organisational transformation and change management project, which contributed to the successful completion and implementation of the project.

**Administrative Assistant November 2013 – October 2014**

**Onigbongbo Local Council Development Area, Lagos, Nigeria**

Onigbongbo LCDA is the body that was established to accelerate the development of the constituencies within the Onigbongbo area.

* Participated in the interviewing of high-profile individuals, and transcribed completed interviews.
* Digitalised the registration process of new recruits into the organisation.
* Reorganised the filing system of the department to allow for the easy retrieval of files.
* Distribution of mails and daily newspapers.

**Volunteering and Community Development**

**Club President 2013**

**Red Cross Society of Nigeria, NYSC Campground, Nigeria**

* Organized a coronation ceremony with other committee members.
* Raised over 23,000 Naira for the coronation ceremony.
* Approached potential sponsors and acquired sponsorship for the ceremony.
* Served as an intermediate between the Red Cross officials and club members.
* Communicated important information to club members.

**Club Member 2011 -2012**

**UNICEF Club, University of Ottawa, ON**

* Participated in fundraising ideas such as the organization of a talent show.
* Organized events such as raising awareness on International Children’s Day
* Assisted in the set-up of events and arrangement of venues.
* Worked with other club members to determine a strategy to raise club awareness