

TAOFEEQOH ADEOLA ADEYEMO

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PROFESSIONAL SUMMARY

Early-career HR professional with hands-on experience in talent acquisition, workforce reporting, performance management and employee engagement, gained through an 18-month HR Assistant placement. Experienced with leadership, supporting cross-functional teams, and maintaining compliance in dynamic work environments. Progressing CIPM certification (Professional I) to bring a people-and-systems lens to HR operations. Seeking an entry-level HR, and People Operations role.

CORE COMPETENCIES

Talent Acquisition & Screening • Onboarding Coordination • HRIS / Applicant Tracking Systems • Payroll & Benefits Administration • Employee Relation and Engagement • Excel (Intermediate) & Data Reporting • SQL & Data Validation • Policy & Report Writing • Effective Communication • Employee Onboarding & Offboarding

PROFESSIONAL EXPERIENCE

Human Resources Assistant | The Nigerian Economic Summit Group (NESG)
Workforce Management and Academy Development

Lagos, Nigeria
January 2025 – June 2026

- Supported end-to-end talent acquisition for Junior Research Analyst, Content Officer and Front Desk roles, including candidate screening, interview coordination, and onboarding logistics.
- Prepared and reconciled monthly and quarterly payment schedules for 21-25 interns and contract staff, ensuring zero payment errors/delays across the review period.
- Designed and maintained a structured Excel tracker used by 25 interns across 8 departments to log and report weekly deliverables, improving reporting consistency and visibility for supervisors.
- Analyzed staff feedback on HMO/healthcare services and presented findings that informed leadership decisions on benefits improvements.
- Coordinated logistics and materials for 40 employee training sessions, supporting smooth on-the-day execution.
- Sourced research and drafted quarterly thought-leadership content for the Policypedia platform of NESG.
- Served as rapporteur at NESG policy events, including the Africa Social Impact Summit (ASIS) and a Sterling One Foundation summit, producing structured summary reports used by organisations

Youth Leadership Program Facilitator
LEAP Africa / BudgIT / MacArthur Foundation

Lagos, Nigeria (Remote)
March 2023 – August 2023

- Facilitated ICT and entrepreneurship workshops aligned with SDG 8 (Decent Work), designing content for a non-technical student audience.
- Planned and delivered a sensitization workshop for 60 secondary school students, resulting in 10 students enrolling in follow-on skill tracks.
- Conducted structured participant interviews to assess training effectiveness and fed findings back into program design.

Human Resources Intern
Cyber Initiation

New Delhi, India (Remote)
July 2022 – September 2022

- Sourced and screened candidates for remote job openings, scheduling interviews and coordinating communication between candidates and hiring teams.
- Maintained applicant tracking system (ATS) records to monitor candidate progress and keep recruitment pipelines current.

Youth Leadership Program Participant
LEAP Africa / BudgIT / MacArthur Foundation

Lagos, Nigeria (Remote)
December 2021 – July 2022

- Completed a blended leadership curriculum covering self-leadership, citizenship, and sustainable development; hosted a webinar on the impact of drugs on mental health.
- Tracked and maintained accurate records of intern progress and performance for the program cohort.

EDUCATION

BSc, Agricultural Economics and Extension

Ahmadu Bello University, Zaria, Kaduna, Nigeria

Second Class Upper

2017 – 2024

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Chartered Institute of Personnel Management (CIPM); Professional I (in progress)
- Human Resource Management for People Managers; Specialization, University of Minnesota (Coursera)
- Excel Skills for Business; 4-course Specialization, Macquarie University (Coursera)
- Business Writing; University of Colorado Boulder (Coursera)
- Data Analysis (Excel, SQL, Tableau, R) & Effective PowerPoint Presentation; PwC
- Career Acceleration Program; Edubridge Academy
- National Youth Service Corps (NYSC) Certificate; 2025–2026