

CHINAELOLUM FLORENCE OSAKWE

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Lagos, Nigeria

PROFESSIONAL SUMMARY

Detail-oriented HR professional with hands-on experience supporting recruitment, onboarding, and HR operations across hybrid and remote teams. Skilled in HR documentation, personnel records management, and process improvement, with experience in employee lifecycle support, HR policy implementation, and data confidentiality. A Student Member of the Chartered Institute of Personnel Management (CIPM), committed to building a structured career in human resources within well-organized corporate environments.

CORE SKILLS

- Recruitment Coordination & Onboarding Support
- HR Administration & Personnel Records Management
- HR Documentation & Compliance Support
- Employee Relations Support
- Administrative Coordination & Scheduling
- Customer Service and Client Support
- Google Workspace, Microsoft Office Suite, Zoom, Trello, Airtable

EXPERIENCE

HR Intern; Eridan City, Lagos (Hybrid)

Jan 2026 - June 2026

- Coordinated end-to-end recruitment and onboarding for 10+ hires, including candidate screening, interview scheduling, and documentation management.
- Maintained and organized personnel records for 40+ employees, establishing a structured documentation system and significantly improving record accessibility and compliance.
- Monitored leave administration processes to ensure compliance with HR policies.
- Supported employee relations activities, including internal communications and disciplinary processes
- Support payroll preparation and Employee engagement initiatives.

HR/Admin Intern; Thels Impact Consulting, Remote

Aug 2025 - Feb 2026

- Supported recruitment coordination, CV screening, and onboarding in a fully remote work environment.
- Developed the company's Employee Handbook, improving HR policy structure and consistency.
- Maintained confidential employee records for 25+ staff, ensuring data accuracy and integrity.
- Contributed to internal communication and administrative process improvements.

HR Support Virtual Assistant; Remote

June 2025 – July 2025

- Supported a private client with HR administrative tasks including recruitment support and onboarding documentation.
- Managed scheduling, email correspondence, and interviews.
- Organized and maintained structured digital HR records.

Personal Assistant (NYSC); St. Ambrose Catholic School, Bayelsa.

July 2024 - May 2025

- Managed the Principal's daily schedule, meetings, email correspondence and internal communications, improving workflow efficiency.
- Helped draft letters and reports.
- Organized internal documents and maintained confidential records.

EDUCATION

• B.Sc. Human Physiology

2016 - 2022

University of Nigeria, Nsukka (UNN)

CERTIFICATES

- Introduction to Human Resources Management - Udemy (2025).
- Recruiter: Recruitment Sourcing, Hiring and Talent Acquisition - Udemy (2025)
- Compensation and Benefits (C&B) in the Total Rewards System - Udemy (2025)

PROFESSIONAL MEMBERSHIP

- **Chartered Institute of Personnel Management (CIPM)**
Student Member - Intermediate 1 Stage