**Priscilla Olubunmi  
705-175A street SW   
Edmonton, AB  
T6W 2G5  
Home: 587 409 4609**

**Cell: 647 774 2160  
priscillaolubunmi@yahoo.ca**

**PROFESSIONAL PROFILE:**

* Proficient in the use of HRIS: Report Analysis, Microsoft Dynamics GP, ICISMS 17.3, Explorer V7, QuickBooks, Microsoft Office: Word, Excel, Outlook, PowerPoint, and generally technology savvy.
* Work excellence, great work ethics, and high work standard and meeting deadlines.
* Analytical, problem solving and great interpersonal skills.

**INDUSTRY EXPERIENCE:** Information Technology, Construction, Consulting HR Firms, Oil & Gas & Craft industries

**CONTINUOUS EDUCATION**

* **NAIT** Diploma in Human Resources/Business Admin in process
* Associate member of the **HRIA-** Human Resources Institute Alberta
* Working towards **CHRP** now **CPHR**
* Bachelor’s Degree in **Industrial Labour Relations**  **Jan 2005- June 2008**

-----------------------------------------------------------------------------------------------------

**PROFESSIONAL EXPERIENCES:**

**Brock Canada Mar 2018- Apr 2018**

**Recruiter**

* Responsible for the full cycle recruitment for trades project for Suncor
* Scheduling Drug Testing Process for applicants
* Continuous Administrative HR Process: reporting, updating and employee records
* Setting up Strategic Recruitment Development for local & camp sites project

**VOICE Construction**

**HR Assistant Dec 2017- Jan 2018**

* Reporting to the HR Snr. Advisor
* Application of VOICE Explorer V7 LIVE for Employee Report Analysis
* Used ICISMS 17.3 {Applicant Tracking System} for Recruitment, Selection Analysis
* Performance Review of Active & Non-Employees Report
* Data Entry & documentation of new hires
* Screened Resumes for different job positions
* Change of Employee Request Report
* Field report for both Earth & Energy Project

**Alco Gas & Oil  
Office Administrator July 2013 – Sept 2015**

* Data entry into Microsoft Dynamics GP for Alco
* Filing, sorting, organizing classified and confidential documents
* Responsible for Alco monthly Inventory calculations, updates and reports

**Capcrete Construction Consulting Firm (Ontario)**   
**Human Resources Administrator Jan 2012 - May 2013**

* Maintained and updated employees database and file records
* Developed and maintained Company Customer database through research
* Assisted in consultation matters for clients
* Treated resumes to be considered for interviews in various positions
* Invited qualified applicants for interviews
* Responsible for drafting correspondence, replying emails, telephone calls, writing minutes in meetings, drafting agendas as directed
* Assisted on the Project Reports

**KingsHouse I.T (Nigeria)  
HR Generalist Aug 2009 - Sept 2011**

**Value Endowment Consulting HR Firm (Nigeria)  
HR Administrator July 2008 - June 2009**

**REFERENCES**

Brock Canada – **Caitlyn Tieland** for Office Team **(780) 429-1750** [Caitlyn.tieland@officeteam.com](mailto:Caitlyn.tieland@officeteam.com)

Voice Construction - **Maureen Mfennessey** **(780)-466-9378 :** [mfennessey@voiceconst.com](mailto:mfennessey@voiceconst.com) Ask for Maureen from the receptionist and do Let them know it's a reference check for Priscilla a former HR assistant)

Alco Gas & Oil (**Leslie Loken)**

**780)-465-9061** (Ask to speak to Leslie from the Receptionist)