

# FOLASADE BIREMO

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I am a results-oriented Human Resources professional with a background in HR administration, recruitment, and employee relations, and adept at building relationships with stakeholders, supporting performance management, and driving innovative talent acquisition strategies.

## WORK EXPERIENCE

### Human Resources Administrative Assistant - Intern

Brand Glow up Toronto, ON | January 2025 – April 2025

- Arranged high-volume interview schedules for 100+ candidates per quarter, slashing time-to-hire and elevating candidate experience.
- Ensured complete data accuracy of employee records in HR Information systems, enabling real-time HR analytics and successful compliance audits.
- Published and managed job postings across multiple platforms, amplifying the organization's brand and attracting diverse, high-quality applicants.
- Designed onboarding programs that accelerated new hire productivity by 20%, ensuring seamless integration and immediate engagement.
- Resolved complaints and inquiries from employees and managers promptly, boosting employees' satisfaction.

### Human Resources Administration

DHL Nigeria | July 2018 – April 2024

- Handled the recruitment process and filling roles with top-tier talent in record time.
- Built cross-functional alliances with department heads, translating business goals into actionable HR strategies.
- Designed and distributed HR newsletters, driving a 20% increase in employee engagement and involvement.
- Enhanced performance management and training initiatives, ensuring teams operated at peak capability.
- Established labor compliance process, and optimized payroll processes, eliminating errors and supporting a safe, productive workplace.
- Served as the trusted HR point of contact and handled sensitive matters with discretion and professionalism.
- Undertook new challenges and special projects head-on, consistently exceeding expectations and delivering results.

## EDUCATION

### Graduate Certificate in Human Resources Management

April 2025

Centennial College, Toronto, ON

### Certifications

Certified Human Resource Professional (CHRP) | In view

## SKILLS

- Data-Driven HR Analytics and knowledge of Human Resources Information Systems
- Communication
- Interpersonal
- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Teams
- Performance Management & Training

## REFERENCE

Available on request

June 29, 2025

The Hiring Manager,  
Source Momentum HealthCare  
4936 Yonge St, Suite 240  
Toronto, Ontario  
M2N 6S3, Canada

Dear Hiring Manager,

**Re: Application for Human Resources Administration role**

I am writing to express my interest in the Human Resources Administration role at Source Momentum HealthCare in Peel as advertised on your website. With a Graduate Certificate in Human Resources Management and ongoing CHRP certification, I bring a strong background in HR administration, recruitment, and employee relations.

In my experience at Brand Glow Up and DHL Nigeria, I have consistently focused on optimizing HR processes and enhancing the employee experience. My achievements include successfully arranging high-volume interview schedules, ensuring 100% data accuracy in HRIS (Homebase, SAP 4/HANA), application tracking system, and designing onboarding programs that enhanced new hire productivity by 20%. I have also been instrumental in increasing employee engagement through various HR projects and effective communication initiatives.

I am adept at talent acquisition and development, skilled in building human Resources strategies, and proficient in performance management and training. My communication and interpersonal skills have enabled me to resolve HR-related issues effectively and improve job satisfaction for employees and managers.

I am confident that my skills and experience align well with the needs of your team, and I am eager to contribute to your organization's business objectives.

Thank you for considering my application. I am available for an interview at your earliest convenience.

Sincerely,  
Folasade Biremo  
Toronto, ON  
416-856-7522  
Folasade.biremo@gmail.com