JEFFERY JOHNSON

HR OFFICER / HR ASSOCIATE | RECRUITMENT & HR OPERATIONS

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PROFESSIONAL SUMMARY

HR and recruitment professional with hands-on experience supporting recruitment, candidate sourcing, screening, client communication, documentation, HR coordination and administrative operations. Brings 3+ years of freelance Virtual HR/recruitment experience working with business owners to identify and recruit candidates for different roles, alongside formal experience in HR outsourcing and client-facing operations. Strong background in communication, stakeholder management, documentation, coordination and business development. Seeking an HR Officer / HR Associate opportunity where practical recruitment and HR operations skills can contribute to organisational growth.

CORE HR & RECRUITMENT COMPETENCIES

- Recruitment & Candidate Sourcing
- Candidate Screening & Follow-up
- HR Operations Support
- Interview Coordination
- Employee & Candidate Communication
- Onboarding & Documentation
- HR Administration
- Client & Stakeholder Management
- Records & Data Management
- Scheduling & Coordination
- Confidentiality & Professional Ethics
- Excel / Office Productivity
- CRM & Data Entry
- Business Development & Relationship Management

PROFESSIONAL EXPERIENCE

Recruitment Account Executive Officer / HR Associate | OutsourcePoint | Sept. 2026

Victoria Island, Lagos | Remote support and in-person engagement

• Supported recruitment and HR outsourcing activities, including candidate communication, recruitment coordination and client-account follow-up.

• Worked remotely with the organisation and subsequently supported operations in person around September 2026.

• Participated in candidate verification, documentation, recruitment processes and process training while building practical HR operations experience.

• Maintained professional communication and accurate candidate/client information throughout recruitment activities.

• Supported coordination between candidates, clients and internal stakeholders to keep recruitment activities organised and responsive.

Freelance Virtual HR / Recruitment Consultant | Independent / Business Owners | 2023–Present

Remote

• Provided freelance virtual HR and recruitment support to business owners for over 3 years.

• Sourced and identified candidates for different businesses and role requirements.

• Communicated with candidates, coordinated screening/follow-up and supported clients through recruitment processes.

• Maintained candidate information and recruitment communication remotely while managing multiple client requirements.

• Supported business owners with practical recruitment coordination and talent identification.

HR Associate / Client Service & Operations Assistant | Taice Global Concept | 2023–2024

Magboro, Ogun State

• Supported HR-related administrative coordination alongside client service and daily business operations.

• Assisted with candidate/client communication, documentation, scheduling and follow-up activities.

• Maintained records and coordinated communication with clients, partners and other stakeholders.

• Supported administrative reporting, service delivery and general office coordination.

• Handled sensitive information professionally and maintained organised records.

Administrative & Client Relations Executive | Elite Consult | 2021–2022

Ogba-Ikeja, Lagos

• Provided administrative and HR-supporting coordination to consultants and management staff.

• Managed client communication, documentation, scheduling and appointment coordination.

• Assisted with proposal preparation, reporting and record management.

• Supported smooth office workflow and maintained a professional client experience.

Business Development Executive | PWAN Homes | 2025

Lagos

• Supported property sales and business development activities across the Lekki–Ajah–Sangotedo market.

• Generated and followed up with prospects, maintained client relationships and supported property marketing.

• Handled client communication and assisted with property-related documentation and coordination.

Administrative / Communications Officer / Business Development Executive | PWAN HQ Group | 2025

Lekki, Lagos

• Managed day-to-day administrative operations and front-desk activities.

• Coordinated client inquiries, property documentation and appointment scheduling.

• Prepared reports, letters and internal communications for management.

• Maintained accurate client and property records in physical and digital formats.

EDUCATION

Bachelor's Degree in Mass Communication (Journalism) | Les Cour Sonou | 2014–2017 | Benin Republic

Ordinary Level Certificate | Adeola Memorial College | 2010–2013

PROFESSIONAL TRAINING & CERTIFICATIONS

• **CIPM — In View** | Chartered Institute of Personnel Management of Nigeria

• Conflict and Media Communication — The Role of the Media in Conflict (2020)

• EETTC / Elyte Entrepreneurship Consult in partnership with Lagos State & Neo Life (2020)

• SMEDAN — Small & Medium Enterprise Development Agency of Nigeria (2020)

• Jobberman Soft-Skills Training (2021)

• Diploma Certificate in Desktop Publishing (2021)

REFERENCES

Available on request.