

Gloria Folorunso, MBA

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Motivated, detailed oriented graduate with strong administrative background with over six years of experience assisting with and fulfilling organization staffing needs and requirements across the private and public sector. Skilled in all aspects of human resource management, including talent recruitment, training and development, employee relations and conflict resolution.

EXPERIENCE

The GEO Group Inc., San Francisco CA

July 2020 – Present

Human Resources Generalist

- Facilitate, lead, and pre-plan new orientations and campus tour.
- Offboard and onboard of employees, and communicate weekly metrics to staffing leadership.
- Manage employees training to ensure all operations adhere to and keep pace with labor guidelines and projections.
- Track and maintain the effectiveness of Recruitment programs and partner with leadership on workforce development strategy to implement system and process improvements in close collaboration with the Director of Human Resources.
- Conduct Employment Verification and ensure full compliance with authorization documentation requirements.
- Responsible for managing payroll and troubleshooting employee time card issues
- Manage recruiting database and organizational HR related policies

The GEO Group Inc., San Francisco CA

June 2018 – June 2020

Human Resources Sourcer (Employment Specialist)

- Responsible for appropriately and professionally screening all levels of candidates from entry-level to executive positions.
- Conducted performance evaluations and prepared periodic developmental plans for employees
- Participated in conference calls to monitor vendor management
- Screened candidates for referral to Managers for hiring consideration
- Sourced employment opportunity for inmates

Folawiyo Group of Companies.

January 2017 – December 2017

Business Development Analyst

- Oversaw entries into confidential client files to provide the structure for case analysis and program planning
- Provided documentation of program participation within increased project success
- Monitored proposal deadlines and scheduled vendor site visits for accurate pricing
- Prepared training materials for new employees on operational procedures and performance standards
- Scheduling, managing call queues & time email responses

Mirth Agric Limited,

December 2014 – December 2016

Customer Service Assistant

- Managed and updated database of customer requests for \$1M+ international agriculture company
- Resolved disputes with goods and services provided to ensure a long-lasting customer relationship
- Maintained service reports in centralized location for real-time access across the enterprise
- Worked as a team member performing cashier duties, product assistance, and cleaning.
- Organized and scheduled customer orders to the appropriate branch

SKILLS

- Experienced in Applicant Tracking Systems, Microsoft Office (Word, Excel, and PowerPoint), Outlook, Slack, Jira and Asana
- Confidence in learning and using new platforms and software as needed
- Strategic Planning
- Excellent time management skills
- Candidate Sourcing & Screening
- Social Media Recruiting Tools

EDUCATION

Google Project Management Certificate

Information Systems, Auditing and Controls and Assurance Certificate

Lincoln University, Oakland CA

Ladoke Akintola University of Technology

Master of Business Administration in Human Resources Management

Bachelor of Science in Animal Sciences