

Personal Data

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Profile Introduction

Versatile HR professional with practical experience in people operations, talent acquisition, and organizational support. Skilled in streamlining recruitment workflows, managing end-to-end talent processes, and enhancing candidate and employee experience. Passionate about aligning people strategy with business goals, building efficient systems, and supporting talent growth through data-informed decisions and cross-functional collaboration.

Education

BSc - Industrial Relations and Human Resource Management - Covenant University, Ogun, Nigeria.

Certifications

- ACIPM – Associate Member, Chartered Institute of Personnel Management
- Project Management Certification – Dexter & Heroes Consulting
- Human Resource Management Certification – Dexter & Heroes Consulting
- Preparing to Manage Human Resources – University of Minnesota (Coursera)
- Managing Employee Compensation – University of Minnesota (Coursera)

Work Experience

Date: April 2025 - Present

Company: Data2Bots

Position: Talent Operations Specialist

Responsibilities:

- Built and maintained a robust talent pipeline, increasing vetted candidate readiness by 40% through tailored career development to meet ongoing client demand
- Collaborated with cross-functional teams to map over 100 vetted candidates to appropriate career development tracks, aligning with client needs.
- Created and optimized sourcing funnels, reducing average time-to-source through strategic outreach
- Improved candidate engagement via targeted follow-ups, onboarding support, and transparent communication
- Used data insights from internal KPIs to refine sourcing strategies and ensure high-quality placements and long-term candidate retention.

Date: October 2024 - March 2025

Company: Data2Bots

Position: Technical Recruitment Intern

Responsibilities:

- Supported recruitment efforts across tech roles by screening and evaluating over 100 candidates using technical assessment tools and strategies
- Assisted in increasing job post visibility and talent inflow through branded content and proactive networking
- Maintained and updated the internal database to support faster matching of talent with open roles
- Scheduled and coordinated interviews with cross-functional teams, improving interview process turnaround time
- Contributed to the smooth vetting and onboarding of 150+ candidates into the talent community.

Date: February 2024 – September 2024

Company: Bullion Projects group

Position: HR & Executive Assistant

Responsibilities:

- Coordinated interview logistics and talent sourcing for internal recruitment and high-profile external engagements
- Provided executive-level administrative support, scheduling, and report preparation for leadership
- Conducted HR-related research to assist strategic planning and internal policy development.
- Managed internal communication and content updates for the company's digital platforms.

Date: December 2023

Company: Federal Ministry of Finance

Position: HR Assistant

Responsibilities:

- Supported senior HR officers with internal policy reviews and compliance alignment
- Maintained employee records and ensured timely documentation across departments
- Facilitated internal communication and department scheduling
- Contributed to policy drafting and update processes

Soft Skills

Communication | Problem-Solving | Adaptability | Critical Thinking | Decision Making | Conflict Resolution | Presentation & Public Speaking | Collaboration.

Key Skills/Tools

HR Operations | Technical Recruitment | Talent Sourcing | Vetting | Mapping | Google Workspace | Slack | ATS | Agile & Scrum | Jira.

