

City of London - Application for Appointment to City of London Community Advisory Committees

Application

Committee you are interested in serving on: **Accessibility Community Advisory Committee**

If applying for the Accessibility Community Advisory Committee, please select: **No, I am not an applicant with a disability.**

If applying for the Ecological Community Advisory Committee, a professional designation, education or experience in related fields is a requirement based on the technical nature of the committee work. Please indicate your area(s) of expertise: **Resource Management**

If you selected 'Other', please specify:

Contact Information

Name: **princess rita Egharevba**

City: **london**

Province: **ON**

Postal Code: **N5V 0B6**

Experience and Qualifications

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters): **I don't have any experience as I am an international student and staying in London has made me fall in love with how the government is able to run such a lovely and small city , this has grown my interest to know more about London and make London a very happy place to be.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters): **I hope to contribute to every aspect of London that needs to be worked on , firstly I would like to work on the city's of Londons portal just to make it more accessible and easy to navigate.**

How will you support the work of a Community Advisory Committee? (max. 250 characters): **I will provide them with great ideas that would help the city of London be a better place.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters): **I have no prior experience because I am new here but I believe if I get this role this would be a valuable experience for me.**

Attach resume or other document here, if needed: **my resume.pdf**

Confirmations

I declare the following: **I am a resident of London. ; I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity: (optional): **City Website**

If you selected 'Other', please specify:

Submitted on: **3/17/2022 8:14:53 PM**

PROFESSIONAL SUMMARY

A young, industrious, result-oriented, and productive first-class graduate of research and evaluation with deft research and analytical skills. I am a fast learner and an open-minded team player who is passionate about pursuing a career in research and data analysis, with the hope of making significant and enormous contributions via innovative research.

SKILLS AND COMPETENCES

Personal Strengths: Excellent communication, Interpersonal relationship skills, Leadership and Team Player, Organizational skills, Time and Project Management

Softwares: HRIS, Graph Pad, , SPSS, Power bi, Microsoft office, Nova, Chimera, MGLTools, HTML code, etc

EDUCATION

Research and Evaluation (Co-Op) Program September 2021-present (Dean's honor roll)

Fanshawe College, London, Ontario, Canada

This program provides an opportunity for me to acquire sought after skills in data analysis, research design and the professional issues involved in measuring the performance of policies and carry out qualitative and quantitative research on projects, and programs. I will explore different social science research methods and apply them with the aim of program optimization and evaluation.

Bachelor's Degree, International Relations And Strategic Studies September 2012-July 2016 Novena

University, Delta, Nigeria

This program provided certain knowledge on how to research and investigate political issues, synthesize data and information from varying sources and present descriptive and empirical evidence to support a central search and investigate political issues, synthesize data and information from varying sources and present descriptive and empirical evidence to support a central thesis, Confidently assert political ideas and arguments, and defend them with sound reason and logic.

Associate member; Chartered Institute of Personnel Management (CIPM) May, 2017 Professional Diploma in Human Resource Management

Chartered Institute of Personnel Management (CIPM)
May, 2017.

Experience

Customer Service Representative

Voyago mobility transit– London,ON Dec.2021– till date

- Met and exceeded client needs consistently with exceptional knowledgeable and expedited service
- Maintain full compliance with legal, health and safety regulations
- Developed solid, productive and cohesive relationships with staff, customers and vendor
- Collaborated with the team to manage high-volume work by prioritizing tasks and organizing accordingly
- Receive inbound and outbound calls
- taking booking for transport services

Administrative and Human Resource Manager Zenith Bank – Abuja, Nigeria Aug. 2019– Oct. 2021

- Ensure the staff list is up to date.
- Prepare staff memos for reassignment, resignation, new staff.
- Collate CVs of candidates according to the bank's requirements.
- Conduct and supervise computer based tests for candidates.
- Raise expenses for interviews and meetings.
- Supervise work done by teammates and ensure deadlines are met.
- Prepare staff audit and reports.
- Along with team members conduct the affairs of Abuja, North and South East branches.
- Ensure staff complaints are resolved as soon as possible.
- Liaise with all departments to ensure staff needs are met and complaints resolved.
- Ensure there is adequate workforce in all branches through reassignments and recruitment.
- Liaise with all HR sub-departments in Lagos on necessary issues and daily operations.
- Assist in compiling HR reports, preparing presentations and drafting correspondence for the division.
- Coordinate and supervise the different interview processes both online and physical and Work with teammates to certify that documents submitted by candidates are not false.
- Process the documentation of qualified candidates who pass the final stage of interviews.
- Give new staff onboarding about the various departments and what is expected of staff.
- Ensure all staff have ID cards and official emails are created for staff by IT.
- Update staff records via HRIS.
- Assist in ensuring staff gaps are bridged in branches that no branch lacks staff through reassignments and recruitment.
- Ensure halls are well arranged and prepared ahead of training with everything needed available.
- Prepare meeting rooms for management staff (DMD, EDs, Zonal Heads etc).
- Prepare reports for management for promotions and every other report needed by management.
- Maintain confidentiality at every point in time.

RECRUITMENT ASSOCIATE

ECOWAS COMMISSION ABUJA Aug 2017– July 2019

- Performed administrative tasks related to applications for vacant posts, including administering support for the screening of candidates for permanent and contracted posts.
- Updated and maintained the records of candidates in the Integrated Applicant Tracking System throughout the recruitment cycle from entering the application, screening, shortlisting, interview processes of candidates to the final selection decision.
- Kept the Recruitment Consultants and Analyst updated on the current project status and possible recruitment-related issues.

- Prepared recruitment-related reports and statistics when required.
- Liaised with and responded to enquiries from Human Resources via Recruitment Officers, related to pending and completed recruitment processes and with regard to post requirements, selection criteria, procedures and other recruitment-related matters.
- Performed other duties, as required, such as participating in ongoing human resource projects.
- Report writing.

VOLUNTEERING/LEADERSHIP EXPERIENCE

Team Lead, Recruiter ,proverbia consulting , 2017– 2018 • Led the research team on data and presented a seminar on techniques in collection of data. • Ensured all the methodologies were accurately implemented.

- Handled data computation and analysis.

General Secretary, Counselor & Trainer, Peer Educator Trainers, NYSC, abuja , abuja 2017 • Provided mentorship for more than 100 students on HIV/AIDS prevention and management. • Counseled over 50 persons during an awareness outreach on HIV/AIDS.

Team Lead, Research Team, Molinks solutions int'l ltd 2015 – 2016 • Coordinated a research team of eight on the assessment of the company's goal and kept the details of every research report and result for statistical analysis.

Class Representative, Undergraduate Students,international relations and strategic studies, novena university 2012 – 2016 • Represented the class ably before the faculty members and maintained a cordial relationship with both parties. • Participated in the departmental welcoming events for new students in the school.

EXTRA CURRICULARS Networking and Mentoring, Soccer, Running Marathon

REFEREES Available on request