

Bisola Adepoju

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HR Professional/ Adjunct Instructor

Instructional Design| Performance Improvement | Coaching

My expertise lies at the intersection of human resources development and instructional design. With a background in designing and implementing effective training programs, I bring a wealth of knowledge in optimizing learning experiences to drive organizational success. By leveraging innovative instructional strategies and staying abreast of industry trends, I am committed to empowering employees and stakeholders to reach their full potential while aligning training initiatives with organizational objectives.

CORE COMPETENCIES

Effective Communication | Project Management | Continuous Improvement | Change Management | Training & Development | In-depth Needs Assessment | Great Team Player | Pedagogical Skill | Technological Proficiency | Research and Evaluation | HR Development and Management| Coaching and Mentoring

WORK EXPERIENCE

Dallas County Human Resources/Civil Service - Dallas, TX

04/2022 – Present

HR Analyst – Learning and Development

- Design and execute employee learning and development initiatives.
- Conduct thorough training needs assessments to pinpoint skill gaps and growth opportunities.
- Provide user support, training, and leveraging Oracle Fusion LMS for effective learning and development initiatives.
- Employ diverse learning methodologies, including e-learning, instructor-led training, and blended learning.
- Utilize the Kirkpatrick Model to evaluate the effectiveness of training programs.
- Provide expert guidance to department leaders on employee learning and training program planning, execution, and evaluation.
- Develop and implement learning experiences following the ADDIE framework.
- Keeping abreast of HR trends and best practices through attendance of workshops, and training programs.

University of the People - Pasadena, CA

07/2021 – Present

Adjunct Instructor (Online)

- Lead online instruction, fostering student engagement through discussions and chats.
- Communicate course expectations, assignments, and feedback promptly and clearly to students.
- Address students' inquiries and issues related to online learning.
- Utilize various assessment methods, including quizzes, exams, and discussions, to evaluate student progress and provide constructive feedback.
- Ensure fair and unbiased grading practices.
- Offer academic guidance and mentoring to students through virtual office hours.
- Demonstrate proficiency in using the Moodle learning management system.

- Maintain timely grading and adherence to institutional policies and academic standards.

Lowe's Companies Inc - Norman, OK

12/2019 – 06/2021

Scheduling and Staffing Administrator

- Provided comprehensive HR support, including candidate pipeline development, resume screening, scheduling, onboarding, orientation, training, and payroll management.
- Enhanced candidate pipelines through college recruitment efforts and hosting hiring events.
- Directed hiring processes from job requisition creation to new employee orientation, including screening, interviewing, background checks, and I-9 processing.
- Ensured the store maintained a minimum 90% staffing coverage through strategic staffing planning.
- Managed confidential employee records and facilitated communication between store leadership and hourly associates.
- Oversaw payroll processes, including soft and hard close, weekly scheduling, and timekeeping duties.

Genpact LLC - Richardson, TX

08/2019 – 12/2019

Process Associate

- Promptly resolved credit card billing discrepancies.
- Initiated fraud claims and communicated trends to enhance credit card fraud detection.
- Analyzed customers' credit card transactions to identify potential fraud patterns.
- Delivered vital customer credit card services, addressing inquiries on account balances, transactions, interest rates, and fees.

Jubilee Consulting US Inc - Cedar Hill, TX

08/2016 – 08/2019

Data Support Analyst

- Provided validation checks and data cleansing support to a cross-functional team of data analysts to ensure projects were driven to completion.
- Collected and inputted data accurately and efficiently into designated databases or systems, ensuring data integrity and compliance with quality standards.
- Maintained data security through daily database updates.

Nigerian Breweries PLC - Nigeria

03/2013 – 10/2015

Sales Executive

- Led sales initiatives and promotional events, achieving an 85% consumption rate and 30% sales margin surpassing competitors.
- Boosted redistribution rate by 49% quarterly through the acquisition of new outlets.
- Established and supervised social clubs with assigned brand ambassadors, driving about a 32% increase in the cluster's profits.

Guaranty Trust Bank PLC (ICSL) - Nigeria

09/2009 – 12/2012

Banking Officer

- Administered routine bank transactions like deposits, withdrawals, cashiers, and travelers' checks.
- Provided high-level customer services and cross-selling bank products and services.
- Record keeping and accurate financial transaction balancing.

EDUCATION

Ph.D.	Human Resource Development	Planned 2025
	The University of Texas at Tyler – Tyler	4.0/4.0
	<i>Emphasis:</i> Organizational Development and Change	
	<i>Dissertation Proposal:</i> Evaluating the effect of Gamification on Knowledge Retention and Learning Motivation of Public Service Employees in the US.	
M.A.	Human Resource Studies	2021
	The University of Oklahoma – Norman	3.9/4.0
	<i>Emphases:</i> Employment Law, Benefits & Compensation, HR Strategy, Diversity, Equity & Inclusions, Employee & Labor Relation	
	Learning & Development, HR Trends, and Emerging Issues	
M.Ed.	Educational Evaluation	2015
	The University of Ibadan – Nigeria	3.2/4.0
	<i>Emphases:</i> Test and Measurement, Research Development, Program Monitoring and Evaluation	
	<i>Thesis:</i> Evaluation of students' skill acquisition in Bricklaying, Block Laying, and Concreting.	
B.Ed.	Educational Management	2010
	Lead City University – Nigeria	3.4/4.0
	<i>Emphasis:</i> Economics	
AA.	Accounting	2006
	The Polytechnic Ibadan – Nigeria	3.5/4.0

OTHER SKILLS

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- Good knowledge of Microsoft Office Applications (Word, Excel, PowerPoint), Outlook, and Google Suite (Docs, Sheets, Slides)
 - Comfortable working with both Microsoft Windows and Mac OS
 - Video/meeting software: Microsoft Teams, Zoom, GoToMeeting, Google Hangouts, Skype, etc.

RESEARCH IN PROGRESS

- **Adepoju, B.O.**, (In progress). Evaluating the effect of Gamification on Knowledge Retention and Learning Motivation of Public Service Employees in the US.
- **Adepoju, B.O.**, (In progress). *Game-Based Learning in HRD*. Call for Chapters: Encyclopedia of Contemporary Human Resource Development Issues and Challenges
- **Adepoju, B.O.**, (In progress). Preliminary Framework for Incorporating Gamification and Game-Based Learning Principles: A Systematic Review
- **Adepoju, B.O.**, (In progress). Reverse Mentoring for Learning Transfer in a Multigenerational Workplace: An Integrative Literature Review
- **Adepoju, B.O.**, Sanusi, T., Kalejaiye, P. (In progress). How Talents are attracted and retained using Work-Life Balance Effectiveness: A Meta-Analysis

REFEREED PUBLICATIONS

- Yoo, S., Turner, J., Nimon, K., & **Adepoju, B.** (2023). Weaving layers of learning: Multiplex learning networks in the workplace. *Human Resource Development Review*, 23(1), 121–146.
<https://doi.org/10.1177/15344843231215380>
- Adeniyi, O. B., **Adepoju, B. O.**, & Yolooye, T. W. (2021). Cooperative Society Facilities Offered and Economic Strength Promotion among Teachers in Oyo State, Nigeria. *Journal of Emerging Trends in Educational Research and Policy Studies*, 12(4), 145-152.
- Olaleye, S. A., Sanusi, I. T., & **Adepoju, B.** (2018). Actual use and continuous use of retail mobile app: A model comparison perspective. *Advances in Science, Technology and Engineering Systems Journal*, 3(6), 151–158. <https://doi.org/10.25046/aj030619>

HOBBIES AND INTERESTS

- Cycling and Cooking

AWARDS AND HONORS

The Honor Society of Phi Kappa Phi - Tyler, US	April 2023
Gamma Beta Phi - University of Oklahoma, Norman, US	March 2021
Golden Key International Honor Society - US	March 2021
Honor Society - University of Oklahoma, Norman, US	December 2019

PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS

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| • Academy of Human Resource Development | 06/2021 – PRESENT |
| • Society for Human Resource Management (SHRM) | 08/2019 – PRESENT |
| • Certified Green Belt Six Sigma | 10/2019 |
| • Big Data Solutions with Azure Machine Learning | 05/2019 |

LANGUAGES

- English: Speaking, Reading, Writing
- Yoruba: Speaking, Reading, Writing

REFERENCES

Available upon requests