



# OFFICIUM

Human Resources, Career Consulting  
and Advisory Services



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## Officium Overview

Officium provides focused and practical consulting for individuals and organizations in the following areas: personal career, human resources, administrative and management. We partner with clients to assess needs, troubleshoot issues, and to generate and implement action plans. Our techniques are tailored to match client needs, with each path addressing that clients' unique intricacies. Officium provides structure and accountability to clients to foster a commitment to making changes in management or problem solving. Resolving a client's challenges leads to peace of mind, fulfilment, increased productivity, organizational excellence, and a better quality of life.

## About Edgar Ndjatou

Originally from Cameroon and raised in New York City, Edgar Ndjatou (ja-too) is passionate about creating workplaces that value fair treatment, trust, and open communications. Edgar also embraces change and the opportunity it brings, which helps him connect with individuals dealing with difficult career obstacles. Before founding Officium, Edgar practiced employment law for nine years, including co-managing his own law firm. As an employment lawyer, Edgar represented employees, in the federal, nonprofit, and private sectors, in all phases of administrative proceedings and lawsuits involving claims under federal, state, and local employment laws. For employers, Edgar provided advice and counsel to minimize litigation risk by ensuring compliance with federal, state, and local employment laws. Edgar's clients included charter schools, tutoring companies, construction firms, restaurants, IT companies, and other business owners. Edgar has developed a wide knowledge base to assist a client in making competent human resources decisions or to guide a client in enhancing their personal brand. Edgar's experiences have given him a perspective on how addressing a client's needs involves using holistic, creative, and reasoned approaches.

### Professional & Volunteer Activities

- » President of BNI New Ebbitt Networking Team
- » President of the Board of Open Arms Housing, Inc.
- » Member of The Posse Foundation's DC Leadership Council

### Education

- » Brandeis University, BA in Sociology and Minor in Economics
- » American University, Washington College of Law, JD

### Key Skills

- » Strategic thinker
- » Excellent Communication
- » Research and analysis
- » Resourceful
- » Highly Attentive
- » Master Networker



# OFFICIUM HR CONSULTING

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## Officium HR Consulting Overview

Human resources best practices are essential to successful business operations to avoid costly fines and other penalties, including the potential harm to reputation.

Officium HR Consulting helps organizations embed policies, procedures, and systems that achieve compliance with the numerous laws and regulations governing the employment relationship. We also develop an effective human capital management strategy and infrastructure with recruiting and retention needs.

As a result of working with Officium HR Consulting, your business will make confident human capital management decisions that foster a healthy work environment and avoid costly mistakes.

## Our services include, but are not limited to:

- » Drafting human resources policies and procedures
- » Reviewing and/or revising existing organizational practices and protocols
- » Trainings for employees and organizations about new developments in employment/labor laws or to review existing best practices
- » Facilitating strategic implementation of policies and procedures
- » Directing regularly scheduled compliance audits
- » Conducting workplace investigations into employee complaints, alleged workplace misconduct, or alleged violations of employment/labor laws or regulations
- » Assessing existing personnel assets and gaps; developing plans to achieve organization-identified goals for filling gaps
- » Completing due diligence investigations on potential job candidates
- » Serving as a contact person for employees with HR complaints
- » Addressing and mediating workplace disputes between employees or between employees and management
- » Increasing organizational capacity through employee engagement, training, and development
- » Advising on appropriate compensation and benefits packages for staff



# OFFICIUM

## CAREER CONSULTING

Consulting & Advisory Services



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## Officium Career Consulting Overview

Officium Career Consulting's mission is to bring positivity to the often stressful challenge of managing one's career. We specialize in assisting individuals through professional transition or transformation through a strengths-based approach to rebranding and skills building to attain goals.

We work with clients on a wide range of professional challenges, such as career planning, career transitions, workplace roadblocks, termination from employment, loss of a professional license, or embarrassing career disappointment. Officium Career Consulting provides clients with clarity to bring calm to trying situations by creating the structure and accountability to achieve and exceed their career goals.

## Our services include, but are not limited to:

- » Strategizing salary negotiation
- » Helping clients navigate workplace issues such as poor performance reviews, seeking promotion, dealing with negative workplace relationships, or exiting employment
- » Developing strategic plans for career transition or job search
- » Building networking skills and developing strategies for follow up
- » Representing clients at networking events or career fairs
- » Devising contingency plans to mitigate the negative effects of a career transition
- » Improving resumes, cover letters, and social media pages
- » Conducting mock interviews/performance reviews/ networking scenarios to improve performance