

Gabriella Miranda

Human Resources Professional

Philadelphia, PA 19148

609.277.6526

gabriellagrm@gmail.com

Education

Villanova University
Master Certificate
Human Resource
Management
November 2018

Widener University
Bachelor of Arts
Applied Sociology
May 2017

Memberships & Affiliations

The Society of Human
Resource Management

Sigma Alpha Pi –
National Honor Society of
Leadership and Success

Sigma Sigma Sigma
Sorority

Key Skills

Talent acquisition
Project management
Microsoft Office
Applicant tracking systems
Communication skills
Interpersonal skills

References

Available upon request

Objective

To secure a challenging Human Resources role with a reputable organization that will utilize and expand upon my knowledge, skills, and potential whilst simultaneously making a significant contribution to the success of the company.

Experience

10/2018 - present

HR Coordinator • Resources for Human Development • Philadelphia, PA

- Facilitate the start-to-end recruitment process for all Shared Services vacancies and provide consultative support to hiring managers regarding recruitment strategies and best practices
- Utilize a variety of recruitment strategies using LinkedIn Recruiter, Indeed Hire, social media campaigns, attending and/or hosting career fairs, and maintaining relationships with various government agencies
- Provide impeccable administrative support related to departmental initiatives, operations and activities
- Support the implementation of projects relating to strategic HR initiatives by identifying areas for operational and process improvement
- Act as an Administrator for RHD's Applicant Tracking System (balanceTRAK) and provide technical support to both internal end users and internal/external job seekers
- Manage the continuous design and development of the HR Department's intranet page
- Serve as an active participant in the implementation of Applicant Tracking System updates as well as the development of associated eLearning courses

09/2017 – 10/2018

Technical Recruiter • Synerfac Technical Staffing • Cherry Hill, NJ

- Presented contract, contract-to-hire, and direct-hire opportunities to job seekers via phone and email and simultaneously completed candidate qualification forms
- Utilized boolean search functionalities within resume databases and job boards
- Conducted reference checks and processed new hire/onboarding documents

01/2017 – 05/2017

Undergraduate Admissions Intern • Widener University • Chester, PA

- Supported the admissions staff with prospective student recruitment and the planning/execution of campus-wide events
- Screened resumes and interviewed applicants of the Presidential Service Corps/Bonner Program
- Managed multiple groups of volunteer student callers during the month-long "Phone-a-thon" outreach event