

# Gabriella Miranda

## Human Resources Professional

Philadelphia, PA 19148  
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609.277.6526

### 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

*Resources for Human Development • Philadelphia, PA*

*Talent Acquisition & Retention Specialist • 07/2020 – present*

- Drives employee engagement and positive outcomes through programs company-wide that generate excitement towards RHD values, goals, and culture
- Establishes positive working relationships and credibility with employees and leadership to drive engagement company-wide
- Serves as brand ambassador for RHD internally and externally with a goal of networking and relationship
- Communicates regularly with Program Leadership and HR Business Partners to get a clear view of hiring needs and organizational goals
- Collaborates with hiring managers to identify staffing needs and to develop effective strategies
- Ensures a strong candidate pipeline by executing staffing initiatives and creating innovative sourcing strategies and solutions
- Works closely with colleges and other partners on career fair opportunities, networking, and speaking engagements
- Engages in and enhances social media recruiting

*HR Coordinator • 10/2018 – 07/2020*

- Facilitated the start-to-end recruitment process for all Shared Services vacancies and provide consultative support to hiring managers regarding recruitment strategies and best practices
- Utilized 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
- Provided impeccable administrative support related to departmental initiatives, operations and activities
- Supported the implementation of projects relating to strategic HR initiatives by identifying areas for operational and process improvement
- Acted as an Administrator for RHD's Applicant Tracking System and provide technical support to both internal end users and internal/external job seekers
- Managed the continuous design and development of the HR Department's intranet page
- Served as an active participant in the implementation of Applicant Tracking System updates as well as the development of associated eLearning courses

*Synerfac Technical Staffing • Cherry Hill, NJ*

*Technical Recruiter • 09/2017 – 10/2018*

*Widener University • Chester, PA*

*Undergraduate Admissions Intern • 01/2017 – 05/2017*