**Carmen Cabrera**

**6110 Caracas Drive**

**Dallas, TX 75232**

**Cell: 469-733-9319**

[**Carmencc.092013@gmail.com**](mailto:Carmencc.092013@gmail.com)

**Summary of Qualifications:**

Corporate and staffing recruiting experience with full cycle of C and D level executives, and lower-level positions from sourcing to closing. A strong recruiting, union, HR, accounting, and training background. Experience in sales with a consistent track record of exceeding targets and driving revenue growth in competitive markets. Well-developed interpersonal skills and capability to relate to a wide variety of audiences. A detail-oriented individual with great listening and understanding skills.

**PROFESSIONAL EXPERIENCE**



**HR Talent Acquisitions Lead 01/2022 – 05/2024**

**Qarbon Aerospace (Union Facility) - Red Oak, TX**

* Supporting the overall Talent Acquisition department's vision of being a result driven department. Hire, train, and lead recruiters.
* Identifying the critical positions and teaming up to develop action plans for individuals to assume those positions.
* Partner with key members and Qarbon’s Executive Management team to clearly understand hiring needs and initiatives.
* Creating, publishing, and updating job descriptions across job boards and social media.
* Execute or direct Talent Acquisitions team to a successful lifecycle of recruiting for various entry level to c-level executive roles.
* Offer guidance and facilitate the salary and bonus negotiation process.
* Professional and prompt communication with employees and candidates.
* Utilization of data/metrics to influence decisions, lead staff and improve processes.
* Proficiency in using applicant tracking system, recruiting software, and Microsoft Suite.
* Overseeing or preparing for New Hire orientation and ensuring all new hire paperwork is completed.
* Manage job fairs, support our Training Department, and create and deliver presentations.
* Create and implement processes across Qarbon facilities.
* Stays abreast of the latest developments, advancements, and trends in the Talent Acquisition field.
* Aircraft types: F135, G650, HALE, V22, T7-A, G600, 767, Virgin Galactic Delta Class, B525, etc.

**Staffing Onsite Manager**

**Johnson Service Group (Staffing and Recruiting firm) – Texas 08/2013 – 12/2022**

* Effectively managed internal staff members on the recruiting and administrative team along with an average of 800+ contractors/temps for the Texas, Florida, and Oklahoma locations.
* Identified and develop new business opportunities through networking, cold calling, and referrals.
* Presented and promoted the company’s products services to prospective clients.
* Capability of growing and retaining relationships with established clients.
* Partnered with hiring managers and/or Human Resources Managers to understand goals and obtain job details to ensure open positions are filled with quality placements.
* Opened requisitions accurately and published jobs across employment boards. Created job descriptions as needed.
* Executed full recruiting life cycle including salary/hourly and bonus negotiations.
* Conduct thorough intake sessions, evaluate, and present qualified candidates.
* Continuously attained a high-quality pipeline of candidates for varied levels of talent.
* Utilization of data/metrics to influence decisions, lead staff and improve processes.
* Addressed and monitored personnel concerns quickly. Promoted positive results by coaching and counseling.
* Guided Risk Management incidents and followed guidelines.
* Handled the day-to-day operations such as documenting and reporting injuries/accidents, daily safety walk-through, involved in shift meetings, attendance, hiring and terminations, etc.
* Strengthened or customized recruiting, training, and employee retention.
* Easily interacted with a diverse group, including senior executives, marketing, and support staff.

**Former experience**

**Workway Professional Staffing – Recruiter (1 year)**

Full desk recruiter

**North American Title Company (11 years)**

Began as the Administrative Assistant to the CFO, later assuming additional responsibilities as the HR Representative and Recruiter for the Texas Division. My duties included recruiting, drug testing, criminal background, accounting, scheduling meetings/travel, calendar management, oversaw the day-to-day management of facilities and equipment. Daily HR functions and support of 150+ employees.

**Vickery Development (4 years)**

Managed multifamily properties by billing and collecting monies, rents, and charges. Collaborated with team to meet leasing and marketing performance objectives. Managed and developed property personnel. Maintained effective cost control. Budget, analyze and forecast property expenses, including capital expenditures. Managed accurate record keeping and reporting of all data for properties, tenants, and vendors. Obtained bids from, negotiate with, and supervise outside contractors/vendors. Walked move outs and make-ready units. Coordinated with other departments in relation to property management functions. Transferred to corporate and was liaison for vendors/properties financial operations. Reconciled accounts and prepared/processed payroll. End of month reports and financials. Sourced, interviewed, and hired candidates.

**Education:**

Mountain View College – Dallas, TX May 2023 – have not completed yet

* Associates of Science with a field study in Business Management

**SOFTWARE**



* PeopleSoft
* ADP
* SharePoint
* Newton
* ESR
* TempWare
* ResumeWare
* ICIMS
* MaxHire
* Bullhorn
* Outlook
* Excel
* PowerPoint
* Word
* Brivity/Place
* Landvoice
* Oracle
* JD Edwards
* Rent Roll
* SoftPro/ProTrust
* CYMA

