

CHRISTINA L. FERRELL

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HUMAN RESOURCES & RECRUITING PROFESSIONAL

Experienced Human Resources professional with over 15 years of expertise in HR operations, recruitment, employee relations, mentoring, and team development. Adept at aligning HR strategies with organizational goals to drive workforce excellence and business success. Proven track record of fostering employee engagement, implementing effective HR programs, and providing strategic guidance to senior leadership.

Core Competencies

Human Resources Management * Employee Relations * Recruitment and Staffing * Sourcing * Conflict Resolution
Compensation and Benefits * Training and Development * Diversity and Inclusion * Relationship Management

CAREER HIGHLIGHTS

- Successfully recruited full-time employees while **reducing recruitment costs by 10%** within one calendar year.
- Managed the implementation of a coaching platform for 60 employees and **increased participation by 25%**.
- Designed, launched and oversaw a Substitute Teaching Program, **supervising 80+ substitutes with an 80% fill rate**.
- Enhanced employer social media presence, **boosting highly qualified applicant pool by 40%**

PROFESSIONAL EXPERIENCE

SmithGroup (2017 - 2023)

Talent Acquisition Partner (2022 - 2023)

Sourced and selected top-tier engineers for an architecture and engineering firm. Actively fostered and nurtured strong relationships with hiring managers and potential candidates which creating a seamless and positive hiring process for both candidates and the company.

- Orchestrated end-to-end recruitment procedures, encompassing intake sessions, extensive research, strategic sourcing, and meticulous candidate screening for new job openings.
- Utilized LinkedIn Recruiter and various sourcing platforms to identify and engage with a diverse pool of mid- to senior-level engineering professionals.
- Fostered close collaboration with hiring managers to gain deep insights into their engineering staffing requirements and prioritize recruitment efforts accordingly.

Human Resources Manager (2017 - 2022)

Managed all aspects of the HR function to foster a positive workplace culture, maximize employee engagement, and HR processes. Oversaw the comprehensive management of the HR function by nurturing a positive workplace culture and optimizing employee engagement.

- Managed an ecosystem of HR functions, including recruiting, onboarding, benefits, employee relations, coaching and talent development.
- Administered employee benefits while working closely with benefits providers to ensure competitive and attractive packages for our workforce.
- Managed HR projects and contributed to cross-functional initiatives, including creating standard interview guides.

KIPP Houston Public Schools (2013 - 2017)

Human Resources Manager

Designed and implemented a Substitute Teacher Program while fostering a positive work culture by promoting an inclusive and supportive environment for students to enhance organizational performance and student success.

- Managed end-to-end recruitment processes for substitute teachers, including sourcing, screening, hiring, and onboarding, ensuring a reliable pool of qualified educators for district needs.
- Designed initial training and ongoing professional development for district substitute teachers to enhance their skills and effectiveness in the classroom.
- Conducted thorough investigations into workplace issues, such as classroom management, harassment claims, and policy violations, ensuring a safe and compliant working environment.

Lone Star College System (2003 - 2013)

- Talent Recruiter (2009 - 2013)
- HR Communications Specialist (2005 - 2009)
- Human Resources Specialist (2003 - 2005)

EDUCATION

Masters of Science in Organization Leadership, Our Lady of the Lake University

Bachelor of Business in General Business Administration/Human Resources, Sam Houston State University

PROFESSIONAL CERTIFICATIONS

Professional Recruiter Certification (PRC)

Certified Diversity and Inclusion Recruiter (CDR)

LinkedIn Recruiter Certificate

AFFILIATIONS

DallasHR

DFW Texas Recruiters Network

Professional Association of Resume Writers and Career Coaches (PARWCC)

HBCU Professional Development Program

ADDITIONAL SKILLS

Human Resources Information System (UltiPro, ADP, Oracle/PeopleSoft, Datatel/Colleague/UltiPro)

Applicant Tracking Systems (SuccessFactors, Oracle/PeopleSoft, PeopleAdmin)

Recruiting Channels (LinkedIn Recruiter, Indeed, Handshake)

Microsoft Office (Word, Excel, Power Point, Internet Explorer, and Outlook)

Virtual platforms (Microsoft Teams, Zoom, Skype,)