

Amna Gabr

Human Resources Manager - Middle East Broadcasting Networks, Inc

Manassas, VA - Email me on Indeed: [indeed.com/r/Amna-Gabr/c235c3c39eaae024](https://www.indeed.com/r/Amna-Gabr/c235c3c39eaae024)

WORK EXPERIENCE

Human Resources Manager

Middle East Broadcasting Networks, Inc - June 2015 to Present

- Conduct full life-cycle recruiting for all exempt, non-exempt, interns, and temporary employees.
- Oversee the new employee on-boarding process; conduct new-employee orientation and exit interview process.
- Assist HR Director with developing a comprehensive strategic recruitment and retention plan to meet the organization's human capital needs.
- Provide guidance to employees and managers on company policy, and general employment issues both tactical and strategic; investigate and advise management in appropriate resolution of employee relations issues.
- Coach, counsel and guide managers before the implementation of employee disciplinary actions.
- Partners with department leaders in terminations, promotions, and performance review.
- Distribute, monitor and ensure employee Performance Appraisals are done in a timely manner (i.e. 3mos, 6mos, 1yr and yearly thereafter).
- Prepare management reports for purposes including headcount, staffing, salary planning, etc.
- Ensure applicable tracking, compliance and reporting of HR related issues as required by applicable federal and state laws and MBN policies.
- Prepare and maintain special internal and external reports as requested by Director
- Lead in process improvements within the department to enhance delivery of services.

Senior Recruiter

Global Technology Associates - Reston, VA - December 2014 to May 2015

- Responsible for full life-cycle recruitment which includes developing search strategies, sourcing, pre-screening, interviewing candidates, and closing on candidates.
 - Generating a competitive advantage for clients like Nokia, Ericsson, AT&T, Alcatel lucent and other major telecom companies.
 - Responsible for screening, selecting and submitting, re-routing and maintaining the passive /active candidate profile in the Ericsson dashboard/tools.
 - Utilizing Taleo as ATS to develop pipeline of strong candidates.
 - Utilizing the applicant tracking system Brass Ring to handle applicants.
- Strategized sourcing & recruitment of Senior Network Engineers to work as consultants for AT&T, Ericsson Sprint and Nokia.
- Using creative sourcing strategies and be able to develop a pipeline of potential candidates through various sourcing techniques (including but not limited to networking, user-groups, professional affiliations, cold calling, job postings, job boards, LinkedIn, networking, referrals, Boolean searches and resume mining).

Human Resource Coordinator/ Recruiter

Society for Human Resource Management - Alexandria, VA - April 2014 to September 2014

- Handled the full cycle recruiting efforts for the internship program that SHRM offers.
- Processed the onboarding function by preparing, and explaining forms to candidates.
- Extensive experience with SHRM staffing, recruiting, and hiring processes.

- Utilized SHRM applicant tracking system to track the recruiting and hiring activities.
- Posted internship positions on the universities career web sites and external job boards.

Senior Recruiter (Contractor)

MCR Federal, LLC - McLean, VA - July 2013 to January 2014

- Conducted full cycle recruiting and staffing for DHS, Sandia Lab, and DOD.
- Conducted the new hire orientation.
- Recruited for project schedulers, EVM analyst, and acquisition analyst.
- Processed the on-boarding function by preparing, and explaining work rules to new recruits.
- Extensive experience with the federal employment laws and agencies; Title VII, ADA, ADEA, PDA, EPA, FMLA, FLSA, OFCCP, EEOC.
- Negotiated compensation to ensure compliance with the company's compensation.
- Utilized employment branding and employment value proposition to recruit applicants.
- Conducted job analysis to forecast the future staffing needs.
- Handled a high volume of requisitions and met the deadlines.
- Utilized various sourcing tools to identified qualified applicants in a timely manner.

Intelligence Recruiter (Contractor)

Harris Corporation/Cyber Security division - Dulles, VA - August 2012 to June 2013

- Recruited for highly technical TS/SCI and ISSA candidates as developers/programmers for (Lotus Notes, COGNOS, C++, C#, JAVA, J2EE, Oracle, Selenium and .Net).
- Prepared weekly recruiting status report reflecting time to fill, cost per hire, and turn over matrices.
- Provided full life cycle technical recruiting, including but not limited to interfacing with the hiring managers to create and review requisitions.
- Administered proper assessment, reference check, and selections test.
- Extensive experience in recruiting for Defense and Intelligence contracts.
- Recruited for FBI, CIA, DOD, and DHS.

Technical Recruiter

Iron Bow Technologies - Chantilly, VA - February 2011 to April 2012

- Led full cycle recruiting efforts including sourcing, prescreening, interviewing, selection, negotiating compensation packages and hiring.
- Recruited candidates to support on DOD, FBI contracts via CONUS locations and proactively detailed all compliance matters with leadership and team on OFCCP, EEO.
- Maintained information on ICIMS Applicant Tracking System.
- Assisted management with all the hiring process for the new employees.
- Collaborated with team, leadership and hiring leaders on objectively gaining new recruiting tools, marketing techniques and sources daily.
- Served as a single-point contact for several contractors at a time while maintaining a quick turnaround time for every urgent requirement.
- Handled sourcing, searching, identifying requirements and consultants using job boards (Dice, Monster, Career Builder, Clearance Jobs) and internal database.
- Processed the credit and background check services (Hire Ease, Equifax, Hire Right).

Senior Technical Recruiter/Retention Recruiter

McNeil Technologies - Falls Church, VA - April 2008 to May 2010

- Provided full life cycle recruiting for DOD contracts in Intelligence Analytic Operations.
- Prescreened high volume of applicants, validated security clearance levels, vetted, scheduled interviews, and prepared offer packages.

- Conducted compensation analysis for every position prior to extending the offer.
- Recruited for CONUS AND OCONUS projects.
- Utilized employee retention program to limit the hiring cost, time to fill, and training.
- Maintained consistent communication with candidates, former employees, employees nearing the end of their contract.
- Experience with security clearance process and verification.

Senior Linguistic Recruiter

L-3 Communication/ TITAN Corporation - Reston, VA - January 2006 to April 2008

- Provided the United States Army with translators and interpreters for intelligence analysts critical to prosecuting America's war on terrorism through Titan Corporation.
- Performed screening of resumes in accordance with INSCOM guidelines, and performed initial language screening.
- Interacted with a high volume of qualified applicants with the required proper languages.

EDUCATION

MBA in MBA

University of Phoenix - Phoenix, AZ
December 2015

Bachelor of Accounting in Accounting

University of Ain Shams - Cairo, EG
September 1999 to May 2002

CERTIFICATIONS/LICENSES

PHR

June 2014 to October 2020

ADDITIONAL INFORMATION

- Over than 8 Years of experience in staffing, recruiting, and hiring process for government agencies and commercial clients.
- In-depth knowledge of the human resources employment laws, staffing, and employee relations.
- Experience with Workforce Planning, and Talent Management.
- Professional in human resources (PHR) by HRCI.
- Proven ability to plan, organize, and hire qualified candidates in a fast-paced environment.
- Experience in benefits as a strong enticing points to attract qualified applicants.
- Experience with several ATS: TALEO, ICIMS, HIRE.COM, WLSE, and BRASS RING.