



NICOLE URBANI

SENIOR DIVERSITY RECRUITER

SUMMARY

Certified diversity and technical recruiter with strong human resources, recruiting, operations and management experience. Experienced relationship builder, program manager and improving workflows. Passionate about diversity and inclusion, teaching and developing others. Excellent verbal and written communication skills along with a penchant towards metrics, and proven track record of delivering results.

PROFESSIONAL EXPERIENCE

Amazon

Senior Technical Recruiter, Diversity Specialist

October 2021 – September 2022

Contract Role: Supporting Amazon's Consumer Private Brands team recruiting passive technical & non-technical talent (Account Managers, Software Developers & Business Intelligence Engineers).

- Led Private Brands Diversity Sourcing Initiative by facilitating weekly power-hour. Increasing overall diversity outreach by 25% and hires by 50%.
- Developed training materials and trained recruiting team on Boolean searches and the utilization of advanced sourcing techniques for diversity (x-ray searching, power word searches, pronoun sourcing, image searching, organizational searching...)

EmployR Solutions, McLean, VA

HR Consultant

October 2018 – October 2021

Consulted on four separate contracts:

- **Senior Talent Acquisition Specialist:** Precision Systems, Inc. Washington, DC: Full lifecycle recruiting for engineers, planners, inspectors, software developers, and researchers.
- **Recruiter:** Catholic Charities, Washington, DC: Diversity recruiting support for all levels of organization including: Attorneys, C-level executives, social workers, Counselors, Shelter Workers, Admin and help desk.
- **Benefits Analyst & Recruiting Support:** ePlus, Herndon, VA: End to end benefits administration, communication, compliance and reporting: Medical, Dental, Vision, Life, AD&D/Supplemental Life, LTD, STD, 401(k), COBRA, FMLA, FSA & HSA; processing unemployment and workers compensation. Semi-monthly benefit payroll review. Recruiting support focused on Business Development/Solutions roles with AWS Solutions Architect requirements.
- **Senior Recruiter** – XLA, Vienna, VA: Full life cycle recruiting, supported various government contract roles including: Project Managers, Software Engineers, Help Desk/Call Center Reps, logistical and admin support. Many of these roles required security clearances.

Atlantia Coaching, Manassas, VA

Owner, Life & Career Coach

March 2018 – January 2022

Working directly with clients to help them identify their goals, find resources to help them grow, and help their clients take necessary steps to reach their goals.

CONTACT



(703) 789-3886



nicoleurbani@gmail.com



Manassas, VA



linkedin.com/in/nicoleurbani

EDUCATION

Public Administration

Flagler College, Florida

2/3 Completion (BA)

Certified Technical

Recruiter (CTR)

AIRS (51236681)

Certified Diversity

Recruiter (CDR)

AIRS (51258818)

Professional Life &

Career Coaching

Certification

World Coaching Institute

EXPERTISE

PROFESSIONAL

- Experienced Recruiting & Operations Manager
- Implemented & Managed Recruitment Processes
- Diversity Specialist
- Team Building
- Leadership

COMMUNITY INVOLVMENT

Salvation Army

Volunteer Bell Ringer & As needed, Prince William County, VA

Mighty Oaks Foundation

Mass Care, feeding Prince William County, VA

Serve Our Willing Warriors

Volunteer Coordinator Prince William County, VA

Duval County 4H Foundation

Board Member Jacksonville, FL

PROFESSIONAL DEVELOPMENT

Project Management, Professional Certificate

Google
12/2022 – Present

Data Analytics, Professional Certificate

Google
12/2022 – Present

Strategic HR Management, Micro HR

HRCF
10/2022



MOJA, Manassas, VA HR & Recruiting Manager

May 2016 – March 2018

Led human resource activities for small government contractor to maximize the strategic use of human resources and maintain functions such as employee compensation, technical recruitment, personnel policies, and regulatory compliance.

- Evaluated reports, decisions, and results of department in relation to established goals. Implemented new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Data Analysis: Evaluated reports, decisions, and results of department in relation to established goals. Initiated new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Full life cycle technical recruiting; Developed staffing plans; Recruiting IT/professional positions supporting the U.S. intelligence & defense communities requiring high-level security clearances.
- Project management: Full implementation from paper-based HR System to cloud based system including website configuration.
 - Collaboration with internal and external stakeholders to gather project requirements.
 - Estimating project budget and timeline, creating necessary documentation for approval.
 - Assessing risk, proactively resolving issues.
 - Tracking project timelines and deliverables to ensure project milestones were completed on time, on budget and with desired results.
 - initiated new website design and coordinated implementation of Social Media marketing and recruitment strategy.
- Negotiated and managed contracts with multiple Talent Acquisition Platforms including Indeed, Monster, and Clearancejobs.
- Initiated and streamlined processes for driving the delivery and execution of Diversity and Inclusion recruitment.
- Ensured OFCCP compliance; Developed and maintained affirmative action program; maintained records, reports, and logs to conform to EEO regulations.
- Oversaw compensation program; created/rewrote job descriptions as necessary; monitored performance evaluation program.
- Employee relations; counseling including PIP's, conflict resolution and employee/management coaching.
- Managed and monitored career/succession pathing and performance management programs. On-boarding, orientation and processing new hires.
- Planned and directed the design, implementation, communication and administration of employee benefit programs and open enrollment including all insurance plans: Medical, Dental, Vision, Life, AD&D/Supplemental Life, LTD, STD, 401(k), COBRA, FMLA; processed unemployment claims and workers compensation.
- Managed one part-time Recruiting Assistant.

LEI Home Enhancements, Fairfax, VA DC Area Corporate Recruiting Manager

June 2015 – March 2016

Led end to end hiring process and overall hiring experience at the DC office. Fast-paced, high-volume Environment; focused on bringing in the highest level of talent to help drive business forward by finding the most qualified marketing, sales and customer service candidates. Full lifecycle recruitment including sourcing, screening, interviewing, making offers and onboarding new hires. Initiated and streamlined processes for driving the delivery and execution of Diversity and Inclusion recruitment. Managed two part-time recruiters.

Child Health Associates, Warrenton, VA

Social Media Marketing Specialist & Referral Coordinator October 2013 – May 2015

Created, organized and managed marketing content on social media. Developed strategies for growth, networking and outreach using social media platforms. Processed all referral/pre-certification requests.

Renay Consulting, Manassas, VA
Career Coach & Recruiter

October 2012 – August 2015

Strategic goal setting and career planning for individuals in transition.

- Job Searching instruction and empowerment; Mock interviewing.
- Recruited, trained, mentored and managed new coaches.

Creative Information Technology, Inc. (CITI), Arlington, VA
Temporary Technical Recruiter

September 2009 – October 2009

Supported hiring managers by sourcing and, qualifying candidates, making recommendations, arranging interviews, preparing and making employment offers for technical roles.

American Red Cross, NEFL Chapter, Jacksonville, FL

Deputy Director, Disaster Operations Human Resources November 2003 – July 2009

Ensured the Northeast Florida & Southeast Georgia regions were staffed; staff was trained and ready at a moment's notice to respond to any disaster situation.

Overall responsibility, for the planning and direction of all projects scheduled and budget/spending assigned to disaster response and international services programs.

Monitored projects from initiation through delivery. Organized interdepartmental activities to ensure completion of projects on schedule and withing budget constraints.

Provided oversight of the Disaster Services Human Resources System (HRIS) program and its maintenance; utilizing metrics for workforce planning analysis.

- Recruited and scaled 14 emergency response teams (from one).
- Drove improvement processes across teams and developed new ways to refine efficiencies.
- **Direct management of leadership team** and oversight of 125-150 volunteers & staff.
- Conducted 1-on-1 meetings with team members; Created career development plans; coached staff and volunteers towards personal achievements.
- Managed volunteer relationships, provided annual performance reviews, developed Standard Operating Procedures, as well as training protocols and exercises.
- Conducted financial data analysis, annual disaster budget planning, grant reporting and response plan reimbursement.
- Departmental strategic planning.
- Managed complex volunteer/employee relations concerns and administered appropriate action as needed.
- Oversight of service delivery and case management team; providing advocacy and assistance for victims of disasters.
- Program Management – International Services.
 - Increased outreach from less than 100 per year to over 75,000.
 - Collaborated on creation of Introduction to International Humanitarian Law course.
 - Part of elite National level Trainer/Instructor Trainer team for International Humanitarian Law.
 - Creation and oversight of International Services Committee.
- Operations Manager and liaison to local emergency management and organizations.

Stanley Associates (CGI), Recruiter – Alexandria, VA 2003

ARC, PWC Chapter. Volunteer Coordinator – Manassas, VA 2001 - 2003

Independent Contract Recruiter – 1998 - 2001

Interim Technology, Technical Recruiter – Reston, VA. 1996 – 1998