

Sabrina Rahimi, SHRM-CP

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PROFESSIONAL Summary

Human resources professional with ten years of experience in the hospitality, healthcare, and entertainment industries. Committed to cultivating a culture of continuous improvement and employee development. Currently pursuing advanced studies in Islamic chaplaincy. Compassionate chaplain skilled in spiritual care counseling, crisis intervention, and creating support plans for diverse case needs.

PROFESSIONAL EXPERIENCE

Total Wellness Clinic | Nov 2022 – Present

Chaplain/Spiritual Care Counselor (Part-time)

- Provide telehealth services to support teen and adult clients with spiritual and emotional needs
- Partner with team of providers within mental health clinic to provide wrap around services and support holistic health for clients
- Offer reflective, non-judgmental listening and empower clients to overcome challenges and struggles
- Educate clients on spirituality and provide resources of support as needed

NBCUniversal | Aug 2021 – Sept 2022

Early Career/University Recruiter - Technology (Contract)

- Led full life-cycle recruitment of up to 220+ interns and rotational program participants annually; experience supporting Operations & Technology, Peacock and TV & Streaming businesses
- Scaled intern hiring by implementing a strategic and more objective interview processes that allowed the business to evaluate more candidates within the same timeframes
- Consulted with Talent Acquisition and HR partners to determine hiring needs and post-graduate opportunities to increase intern conversion; increased conversion of entry level hires within Operations & Technology division
- Collaborated with external diversity organizational partners to secure diverse application pool
- Participated in recruiting initiatives including career fairs, university presentations, and Instagram Live events
- Provided career coaching and guidance to assist current interns in their early career job search process

Orlando Health | Nov 2020 – Aug 2021

Talent Acquisition Recruiter/Sourcer (Contract)

- Focused on high volume sourcing for acute care facilities across Florida (nursing, allied health, and leadership positions)
- Devised plans with key stakeholders, and hiring managers to market and reach active and passive applicants
- Maintained accurate documentation of candidates using Cornerstone and SharePoint
- Partnered with schools on creating and building new talent pools for the organization
- Strategized with newly acquired hospital in St. Petersburg to manage a seamless integration for recruitment processes

AdventHealth | March 2019 – May 2020

Recruitment Specialist

- Specialized in high volume recruiting for skilled nursing facilities across Florida (professional, leadership and nursing positions)
- Strategized and staffed new skilled nursing facility consisting of leadership, clinical and support staff
- Maintained accurate and timely documentation of candidate progress in ATS using Taleo, PeopleSoft and SharePoint
- Collaborated with hiring managers and sourcing partners to determine best recruitment approach

Universal Orlando Resort | Aug 2013 – Feb 2019

Sr. Human Resources Representative – Talent Acquisition | Jan 2016 – Feb 2019

- Managed full-cycle recruitment for exempt, non-exempt & hourly positions for operational, technical and professional level positions using Page-Up
- Supervised team of three while managing internship recruitment program
- Successfully created and piloted externship program for engineering department which led to the hiring of postgraduate students into entry-level positions
- Developed on-going recruitment strategies that exceeded departmental projections
- Built talent pipelines utilizing variety of active and passive sources (i.e., E-job boards, LinkedIn, social media, local and community agencies, college career centers/fairs, networking, and referrals)

Human Resources Representative – Internships/Campus 2 Career | Jan 2014 – Dec 2015

- Recruited for operational/professional internship positions
- Strategized and developed continued relationships with colleges nationwide to target specific skillsets for recruitment

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- Facilitated quarterly Behavioral Interviewing training for hiring managers
- Created and facilitated monthly development sessions for interns (i.e., resume writing, developing your brand, networking)
- Provided career coaching for team members to promote internal mobility via shadowing, mock interviews and resume critiques

Organizational Development Intern | Aug 2013 – Dec 2013

- Supported survey administration, data entry, data analysis for TSAT (annual engagement survey)
- Provided administrative and analytical support for additional OD processes and projects (i.e., succession planning, performance management, team effectiveness sessions, focus groups)

AdventHealth | May 2012 – July 2013

Human Resources Intern

- Supported the volunteer services department by overseeing interviewing of candidates, data management, training and placement of selected volunteers throughout hospital.
- Provided administrative support for HR Team on projects including new hires, exit interviews, HR engagement survey and new hire orientation.

EDUCATION/CERTIFICATIONS

Bayan/Chicago Theological Seminary | Present

Masters of Divinity in Islamic Chaplaincy

University of Central Florida | 2010

Bachelor of Science in Health Sciences

Minor: Health Services Administration

SHRM-Certified Professional (SHRM-CP) | 2017 – Present

VOLUNTEER/COMMUNITY EXPERIENCE

Muslim Women's Organization (MWO) | 2017 – March 2023

Executive Board Member | Training & Development Director | Community Outreach

- Board Member from 2017 - 2021
- Designed and developed training programs for board members
- Collaborated and planned monthly educational events focusing on women's health and wellness topics including mental health, aging, end of life care and family planning
- Founded book club and hosted monthly events
- Participated and completed pilot program for MWO's Hakima Training/Chaplaincy course in 2020

Khalil Center | June 2020 - 2021

Crisis Line Volunteer

- Responsible for answering calls/texts from anonymous callers using active listening, collaborative problem solving and safety planning

AlMaghrib – Qabeelat Noor | 2009 - 2020

Orlando Chapter Volunteer

- Training & Development committee lead – planned volunteer appreciation events; recruited and trained new volunteers; executed completion of training manual for current and future team members
- Designed and developed training programs for team