

Oneisha Cabrera

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Summary

Highly motivated and dedicated upcoming business graduate from Marywood University with advanced bilingual proficiency in both English and Spanish. Over 2 years of experience in HR and employee relations as well as staffing, performance management and payroll.

Skills

Microsoft Office, Google Spreadsheets, Paylocity, HRM Software, Marketing and Social Media Branding, Project Management, Recruitment, Customer Service, Staffing, Performance Management, Payroll, Bilingual proficiency.

Education

Marywood University, Scranton PA. – *Bachelor of Business Administration & Management* — May 2022

- **Magna Cum Laude** (Cumulative GPA: 3.6/4.0) —
- **Academic Awards:** Dean's List (2018 - 2022)

Work Experience

PowerRail Inc, Duryea PA.

May 2021 - August 2021

Human Resources Intern

- Set up the company's first internship program. Outlined a series of recruitment, hiring and orientation strategies.
- Collaborated with the marketing team to brainstorm recruitment strategies to combat labor shortage and pitched the idea to open a social media account to attract younger applicants on Instagram. Provided insights on content that would help increase brand exposure. (Suggestion was implemented in July 2021).
- Created a compensation analysis based on pay grades, position titles, job responsibilities and market standards to provide an organized structure for employee compensation within the company.
- Proposed a 'Intern Social Mixer' event so the interns could have the opportunity to network amongst themselves and professionals in the company. (My proposal was implemented in July 22, 2021).

Marywood University, Scranton PA.

August 2018 - March 2020

Student Office Assistant for the Alumni Engagement Department

- Establish important relationships with alumni and donors. Record interactions in Raiser's Edge database.
- Attend major annual alumni events and provide support in the planning and preparation of said events.
- Entrusted to call prestigious 'Presidential Society' donors in Fall 20' and Spring 21' fundraising campaigns.

PellaCare, Brooklyn NY.

June 2017 - November 2017

Bilingual Case Coordinator & Payroll Clerk

- Track hiring process and schedule existing employee's for patient care.
- Maintain confidential records and database files of staff and patients. Prepare data reports as requested.
- Verify staff timesheets in HHA Exchange software for billing purposes.
- Contributed to a 10% increase of case coverage in the agency.

Five Star Nursing, Brooklyn NY.

November 2016 - June 2017

Staffing Coordinator

- Manage shift schedules and meet facilities staffing needs with the use of staffing program i.e MicroStaffer.
- Participate in the orientation process of new staff as well as disciplinary action for existing staff.
- Built healthy relationships with employees, resulting beneficial when facilities were short-staffed.