

Carmelia Draves

Human Resources Manager

Profile

Dynamic Human Resources Manager with 8 years of experience driving strategic initiatives. Expert in talent acquisition, employee engagement, and policy development. Skilled at fostering inclusive cultures and aligning HR operations with organizational goals for sustained growth.

Employment History

Human Resources Specialist at Google, VA

May 2025 - Present

- Spearheaded a talent acquisition initiative that reduced hiring time by 27% while increasing candidate quality, enhancing team productivity and engagement.
- Developed and implemented a comprehensive employee development program which boosted retention rates by 18%, fostering long-term growth and leadership within the organization.
- Led cross-functional teams to optimize HR processes, resulting in a 35% improvement in efficiency and significant cost savings across departments.
- Strategically advised senior leadership on workforce planning and diversity strategies, contributing to a 22% increase in diverse hiring and strengthening Google's inclusive culture.

Human Resources Coordinator at Microsoft, VA

Sep 2022 - Apr 2025

- Spearheaded the implementation of a new employee engagement program, increasing overall participation by 27% within six months, which significantly boosted team morale and productivity.
- Led a cross-functional team to streamline the recruitment process, reducing time-to-hire by 18 days while maintaining a high standard of candidate quality and satisfaction.
- Developed and executed strategic initiatives for talent retention, resulting in a 15% decrease in turnover rates across key departments over one year.

Human Resources Assistant at Amazon, VA

Aug 2017 - Aug 2022

- Spearheaded a recruitment initiative that increased team diversity by 28% over 12 months, enhancing cross-functional collaboration and innovation.
- Streamlined onboarding processes, reducing new hire integration time by 15%, which boosted productivity and employee satisfaction scores.
- Led a cross-departmental task force to optimize benefits programs, resulting in a 22% decrease in turnover rates within key departments.
- Analyzed workforce data to forecast staffing needs, aligning talent acquisition strategies with business goals and saving \$150K annually in hiring costs.

Details

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Newport News, VA

Links

[linkedin.com/in/carmeliadraves](https://www.linkedin.com/in/carmeliadraves)

Skills

People Analytics

Succession Planning

Change Management

Talent Acquisition

Workforce Planning

Diversity Strategy

Conflict Resolution

Organizational Design

Languages

English

Portuguese

Hobbies

Photography

Gardening

Cooking