

Jaime Arreola
Talent Acquisition Manager/ Business Development

Houston, Texas
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(832) 857-5215

Talent Acquisition Management	Business Development/Sales
<ul style="list-style-type: none"> • Bilingual Read, Speak & Write: English/Spanish • Train Recruitment Teams • Innovative, Initiative-taking and committed. • Contracts Management, Tendering, and Proposals • X-Ray Recruiting, Flip Searching, Candidate Mapping • Workforce Planning, Strategic Planning • Project Management Fundamentals, RPO and VMS. • Proficient in ATS Systems: Workday, UltiPro, Taleo, AX, ECMS, ICIMS, Bullhorn • A/V Software's: Filmora 9, Final Cut Pro, Logic Pro X. Adobe Lightroom, Photoshop • Microsoft Office 365, SAP, Primavera P6 Oracle, MS Project, Excel • Team Building, Business Networking • Global, National Talent Acquisition Management • Labor Laws Recognition, Market Intelligence • KPI's (Key Performance Indicators), Data Reporting, BMI, and Access. • RPO (Recruitment Process Outsourcing) • Job Market Analysis Evaluation • Software Development Recruitment & HR • STAR Interviewing Implementation, Behavioral Tool Implementation, (Personality Test, Engagement, Birkman Tool) • Branding, Marketing (Supported with logic on start-ups) • Data Analytics, Data Parsing • HR Compliance, Regulations & Guidelines • Proficiency in Ai model project management, funnels and more. • Course Content and Training, Live Testing Proctoring and Analytics Overview based on company's preferred methods. 	<ul style="list-style-type: none"> • Business Planning • Platforms: Monday, ZoomInfo, LI Navigator, CRM's • Team Management of up to 5 360 (Sales & Recruitment) • Train Sales Team • Sales Process Implementation • Target Mapping • Contracts Management <ul style="list-style-type: none"> ○ Planning and Layout Business Strategy tailored to the conceptual target line of business. ○ Tendering Process- Align profiles to the requirements of the client. ○ Procurement- Align a business strategy for the client and arrange meetings to meet and present solutions for the business. Sales Strategy Inclusion. ○ Proposal Writing- Arrange proposal for revision. ○ Agreement and Execution ○ Mitigate Contracts, FAQs, and Negotiate ○ Create a General Plan for Recruitment and RPOs • Brand Building • Work with Marketing to develop attraction and lead generation. • Sales Pipeline Management • Market Analysis • RPO Management RPO {4 Exxon Projects (Exxon Baytown, Exxon- GCGV Gregory Texas, MHI NAG/Exxon Project Mt. Belveau Exxon- Kearn Project Alberta, Canada INEOS Alvin, Texas Exxon GCGV RPO Value in Recruitment Alone: Approximately 3.6 million Dollars Alone in recruitment revenue at a 20% Markup, 300+ Engineering Employees

Talent Solutions & Leadership Accomplishments:

Exxon Baytown- Maintenance and Expansions (EPCM Level Positions) SNC Lavalin

GCGV Exxon- Corpus Christ CapEx- \$200 Million Project recruitment for 300+ American Engineering employees from a project mobilized from China, this included EPCM Level positions for the Pre-commissioning, Commissioning, and Start-Up Phase. Ethylene Units and Barge Dock. Kentz-SNC Lavalin Exxon GCGV RPO Value in Recruitment Alone: 3.6 million Dollars Alone in recruitment revenue at a 20% Markup, 300+ Engineering Employees

INEOS CapEx- Joint venture with JV Driver \$40 Million Dollar Project SNC Lavalin Value in Recruitment Alone: 40 million Dollars RPO, 500 Employees

Sasol Megaproject Lake Charles CapEx, Louisiana- Participated in the project planning, execution of construction through the general contractor, proposed value 2 billion Dollar Profit for Performance Contractors, the scope involved Construction and Field Operations positions for Underground Civil, Mechanical, and Pre-commissioning phase. Corporate functions related to full cycle recruitment and HR- 6,000+ Construction Manpower, 20% of the roles were in Field Operations.

Exxon- MHI NAG Project (Polyethylene Project) - Fully Responsible for the recruitment of 3,000+ Construction Manpower Employees, New Construction for Mitsubishi from underground to fully constructed units (Civil, Structural, Piping, and Pre-Commissioning) Performance Contractors

EPCM Projects Completions for: (Shell-Deer Park, Oxy-Corpus Christi, Dow Chemical-Louisiana, Ascend- Alvin, Texas, Sasol- Lake Charles, Lyondell Basell-Pasadena, and Motiva- Port Arthur. SNC Lavalin and Performance Contractor

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International Experience:

(Oil & Gas) Sempra ECA LNG Ensenada, Mexico Project- Currently recruiting for owner rep positions, this includes all levels of Pre-commissioning, Commissioning, and Start-Up.

(Oil & Gas) Exxon- Kearn Project Alberta, Canada- Recruited for 250+ Pre-Commissioning, Commissioning and Start-Up Engineers. (Mechanical, Electrical, Instrumentation, Relay, and DCS)

(Oil & Gas) Callisto Project Fort McMurray- Heavy Electrical, Substation Commissioning project, supplied Electrical Engineers from Front-End FEED Development to Start-Up.

(Oil & Gas) UAE AL Dhafra Petroleum- FEED Project Front-End Engineering and design, recruitment included (C-level, Operations and Engineering).

Renewable Energy Projects Include:

(Oil & Gas) Offshore Wind- Vineyard Project, Park City Wind Project, and Commonwealth Project recruitment for all types of roles including (High Voltage Electrical, Offshore Sea and Subsea, Technical, Grid- Electrical, Turbine Engineering, Mechanical Engineering, Electrical Engineering, Marine Positions, NERC, and other technical positions)

- Financial Bid Management for workforce/leadership and key function bid proposal, tendering, management, employee breakdown.
- National and International Experience managing teams across the world this includes countries such as: USA, Canada, Europe, Mexico, and the Middle East. Interactive Disciplines:
- Trajectory pipelines of EPCM (Engineering, Procurement, Construction & Management)
- Implementation of full cycle recruitment and HR process using innovative technology and private resources.
- Assessment studies for professional development or in-house training for both Professional and industry specification.
- Contracts Management: Negotiation, Bid Proposal, Tendering, working with legal, and executive departments for company compliance.

Professional Experience

Sr. Recruitment Consultant

10/2023- 12/01/2024

Mentor IMC Group/Vinci Energies -Headquarters in France

Houston, Texas

- Structured Business Development Strategies and CRM, Client Target, Mapping, Arranging Meetings, Contract negotiation and arbitration, tendering management, PowerPoint presentations and Data Analytic Reporting, Client Management.
- Led international recruitment efforts for the Oil & Gas and Renewables sectors, focusing on Mexico and the USA, and supporting the planning, tendering, proposal, and execution phases of projects. I also implemented recruitment technology solutions to streamline new hiring processes and enhance efficiency amongst global corporations.
- Accountable for delivering two LNG Projects for Sempra for needs of recruitment of Supervision, Commissioning, Start Up and Engineering. One of the projects included a Barge Dock and three trains in Ensenada Mexico. Cameron LNG Facility minimal efforts for Engineering, Commissioning teams and quality management.
- Support Global team with resources and strategies to contribute to a successful taskforce and consultant management system.
- Successfully managed the Sempra LNG Project ECA in Mexico for recruitment and consulting resources, including engagement with VISAs, Full Process Hiring, Recruitment, HR and working side by side with finance.
- Successfully delivered projects in renewable energy for Avangrid, for many wind projects along the Northeast US Coast, Park City Wind Project, New England Wind 1. And 2, Kitty Hawk Wind, Saleem Offshore, and New Bedford all in EPC positions, high voltage development from Front End Engineering Design Phase to Commissioning the Projects.

Recruitment s Human Resources USA Director

06/2022- 10/2023

Boslan Engineering Ltd.- contract- Headquarters in Spain

Houston, Texas

Successfully managed and trained a team of five 360 (Recruitment and Sales) recruiters, including three based in the US and two offshore in Spain, focusing on deliverables for various roles in Engineering, Operations, Management, and Finance within the wind power and utilities sectors. My expertise lies in building strong relationships with clients, hiring managers and the operations team, while effectively managing contract negotiations, budgets, retention bonuses, and relocation packages.

Oversee contracts and operations, including tendering projects, bid proposals, and negotiation for North America and Energy projects of Oil and Gas in the U.S. Support the recruitment team by developing innovative strategies and creating pipelines for hard-to-fill positions, leveraging job boards and targeted marketing techniques to increase candidate traffic. My daily responsibilities included sourcing, pre-screening, and interviewing candidates, along with managing the tendering phase and bid proposals. Proficient in evaluating real-time compensation and competitor wages, I have established a comprehensive hiring process for full-cycle recruitment, implemented employee benefits, and optimized job descriptions for SEO to enhance online

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visibility. Additionally, I utilize advanced recruitment techniques, such as X-ray recruitment, to attract candidates for complex role. (832) 857-5215

Recruitment Director- North America

09/2021-04/22

Linxon- ABB and Hitachi Owned Company- Corporate Functions

Houston, Texas

With strong experience in operations, contracts, and personnel management, I directed a team of five recruiters internationally, ensuring efficient staffing for EPCM, Utilities, Power Generation, Renewable Energy, Data Centers, and Substation Units. My role involved weekly KPI reviews, strategic hiring plans, and vendor management decisions. Collaborated with the executive team to help double their business achieving goal of 250 Corporate roles in Operations, Engineering, Legal, Finance, Tech, and C Level Positions, addressing complex, high-demand positions. I supported recruiters in sourcing hard-to-fill roles using advanced search techniques and optimized job board advertising. By reducing agency reliance and focusing on in-house recruiting strategies, I lowered costs by 86%. Additionally, I provided data analytics on job market competition, facilitated offer negotiations, conducted background checks, and coached recent graduates, enhancing our recruitment pipeline and organizational efficiency.

Sr. Recruitment Advisor

11/2018- 09/21

SNC Lavalin Engineers & Constructors- Corporate Functions

Houston, Texas

Performed recruitment across multiple sectors, including Technical, Oil & Gas, Power Distribution, Pharmaceutical focusing on sourcing, pre-screening, and conducting candidate interviews. I created job postings on social media and job boards like Indeed and LinkedIn and partnered closely with hiring managers for interviews, offer negotiations, and ATS tracking in Workday. My experience includes recruiting for infrastructure teams and staffing major projects, such as pre-commissioning and commissioning projects in Kuwait, Fort McMurray, and Alberta, Canada, and supporting JV Driver with craft recruitment. Additionally, I implemented testing and safety training for recruits, attended job fairs, developed diversified candidate pipelines, optimized SEO, created targeted recruitment materials, and provided guidance to recent graduates to improve their employability.

Worked closely with sales, executive team, and legal department for the execution of the GCGV Exxon Project, Kearl Project and INEOS chocolate bayou projects in the Planning, Procurement, Tendering, Proposal and Mobilization for all positions Accumulated value stated above.

Prior Experience

02/2018-11/2018 Sr. Recruiter- Total Safety - Houston Texas

Recruited over 500 different types of fire protection engineering in a global setting, safety and fire protection. Responsible for creating the arrangements of operational recruitment processes for all divisions.

03/2012- 01/2018 Sr. Recruiter/HR BP(Corporate)- Performance Contractors- Houston, Texas

Fully Cycle Recruitment and HR onboarding, approximately hiring a momentum of over 12,000 Craftsmen per year. 20% Operations Professionals, this included project management.

Education:

San Jacinto Community College- Project Management
Pasadena Memorial High School

Certifications:

Harvard School Online- Contracts Management Certification- To be completed in March 2025