

CHERYL JACKSON-DARDEN

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HUMAN RESOURCES PROFESSIONAL

15+ years in talent acquisition, diversity and inclusion, employee engagement, mentorship, performance management, and training. Skilled in modern recruitment technologies and employer branding. Strong leader dedicated to building inclusive teams and leading with integrity. Certified DEI Practitioner; member of AAAED, HCI, GCDF; LinkedIn and Indeed certified.

LEADERSHIP COMPETENCIES

- Talent Acquisition & Employer Branding
- Diversity, Equity, Inclusion & Accessibility (DEIA)
- Program & Project Management
- Employee Resource Groups (ERGs)
- Training & Professional Development
- Policy Development & Compliance
- AI Recruitment Tools (Peoplebox.ai, HireVue, Phenom People)
- Effective Communication
- Licensed Virginia Notary

PROFESSIONAL EXPERIENCE

Owner/Director

Leaders By Design Consulting, Chesterfield, VA

Jun 2014 – Present

- Founder and Director of Leaders by Design, a Virginia-certified SWaM and Microbusiness.
- Manage state procurement (eVA), proposals, and business operations including finance and compliance.
- Lead Reentry Pilot Program for Virginia Department of Corrections and juvenile leadership programs.
- Develop marketing, branding, and oversee website and social media.
- Facilitate executive leadership and career workshops monthly (virtual and in-person).
- Provide personalized career development plans.
- Certified Global Career Development Facilitator (GCDF).

Senior Recruiting Specialist

Defense Counterintelligence and Security Agency (DCSA), Quantico, VA

Apr 2021 – Present

- Lead recruiter for multiple offices; manage 40+ recruitment volunteers.
- Directed 60+ virtual/in-person events, including first agency virtual hiring event.
- Developed targeted recruitment campaigns and social media outreach.
- Built partnerships with HBCUs and minority-serving institutions to diversify pipelines.
- Led executive searches and succession planning efforts.
- Serve on Remote Work Pilot Program advising agency leadership.

Program Manager, EEO Division

DCSA, Quantico, VA

Jan 2023 – Dec 2024

- Launched “Navigating the Clearance Process” campaign targeting underrepresented groups.
- Delivered 16 outreach sessions reaching 250+ participants.
- Developed DEIA webinar series with 300+ attendees.
- Formed partnerships supporting disability and veteran employment.
- Presented at national inclusion conferences and managed internal DEIA communications.

Talent Acquisition Programs Manager

Virginia Department of Transportation, Richmond, VA

Dec 2016 – Apr 2021

- Directed statewide recruitment strategy for 960+ positions with a \$6.5M budget.
- Launched inclusive hiring programs (Veteran Network, disability hiring initiatives, ERGs).
- Developed partnerships with educational institutions and community organizations.
- Led executive recruiting and agency-wide training seminars for HR professionals.
- Managed onboarding programs and updated hiring policies and systems.

Employee Branding & Recruitment Specialist

Marine Corps Community Services, Quantico, VA

Jan 2015 – Dec 2016

- Developed multi-channel employer branding and recruitment campaigns.
- Built partnerships with universities and technical schools.
- Initiated virtual career fairs and veteran outreach panels.
- Analyzed workforce data and improved recruitment strategies.

Account Manager Operations Supervisor

Zeiders Enterprise, Woodbridge, VA

Dec 2014 – Dec 2015

- Managed 10 Account Managers supporting 300+ corporate partners for military spouse employment.
- Implemented quality assurance and professional development programs.
- Led virtual training and budget management; drove marketing and outreach campaigns.

Personal & Professional Development Advisor

Marine Corps Community Services, Cherry Point, NC

Apr 2013 – Dec 2014

- Delivered career coaching and transition workshops in partnership with DOL and VA.
- Developed training content, webinars, and outreach materials.
- Conducted briefings for military and community stakeholders.

Volunteer Service Highlights

- Autism Society of Central Virginia (2020–Present)
- Chesterfield County Committee of the Future Board Member (2023–Present)
- Breast Cancer Awareness Volunteer & Event Coordinator (2021–2022)
- Silverleaf Community Leader & Event Coordinator (2018–Present)
- Sunday Teacher and Superintendent, Various Churches (20+ years)

Education & Certifications

- DBA, Strategy & Innovation (Capella University, expected 2026)
- M.S., Organizational Development (National University, 2023)
- B.S., Business Management (Liberty University, 2011)
- Certified DEI Practitioner, GCDF, LinkedIn Certified Recruiter, Indeed Academy Certified
- Lean Six Sigma Green Belt (2014)
- Various ATD, HRCI, and Diversity & Inclusion Certifications