

Martin Aguero

Overview:

- MBA & B.S. HRM
- 13 years of combined HR & Information Systems exp
- DBMS implementation and integrations
- Database administrator
- Led cross-functional team projects
- PeopleSoft HRMS V.9 System Admin
- NeoGov DBMS (ATS, Onboard, Perf Mgmt)
- Visual Basic Studio, Git, SQL, HTML, CSS, JavaScript, DAX, Power Query
- MS Power BI – Microsoft Certified
- MS Office Expert – Microsoft Certified

Education and Training

- MBA – Colorado Technical University
Graduated: August 2011
- B.S. Human Resource Management – Colorado Technical University
Graduated: December 2008

Professional Experience

Metropolitan Council, Minneapolis, MN

Metropolitan Council is made up of several operating divisions that service the Twin Cities metro area in Metro Transit, Environmental Services, Community Development, Transportation Services and Regional Administration.

Business Analyst 3 – HR Dept.

August 2015 – Present (Full time 40 hours/week)

- Oracle PeopleSoft HRMS V.9 administration. Process complex PeopleSoft employment transactions to include: employment changes, pay, leave, temp assignments, PCN and job code table changes, historical corrections, and created queries through query manager.
- Database Administrator for 3 different NeoGov database management systems (Applicant Tracking System, Onboard, and Perform). These databases are used by all employee levels at the Council.
- Responsible for system maintenance, data transfers between systems, data integrity, performance, troubleshooting issues, reconfigurations, and helpdesk support for each DBMS.
- Evaluated and installed enhancements released by software vendors on routine basis.
- Integrations development via SFTP servers and API: between NeoGov & PeopleSoft, and NeoGov & background check company. Worked in collaboration with software vendors and MetCouncil IT support staff to build an integration between these different and separately developed systems. The integration brought them together and we're able to pass over hiring, personnel, and other HRMS core tables information automatically.
- In charge of monitoring all system integrations between PeopleSoft and NeoGov and Background Check Vendor. Resolve errors and make integration adjustments when needed.
- Data analysis and visualization developed through MS Power BI. Worked in Power Query to properly clean and standardize the data, wrote DAX statements to create calculated columns and tables, created visual reports for business executives. Programmed a routine to deliver reports on a routine basis.
- Technical trainer for end users. Developed training manuals and system guides. Provided training for Applicant Tracking System and Onboard users, and Live demonstrations for Perform users Council wide including high level executives.
- Key technical contributions in my time with HR: 1. Implemented 2 new DBMS for Human Resources, Onboard Sept 2019 and Perform May 2020. These are two brand new systems to the Council, the

process was previously done manually on paper. Used skills in full system implementation knowledge, gathering and documenting of requirements, coordinating meetings with business process experts and software vendors, developing, testing, UAT, and training. 2. Connected systems so they can talk to each other via integrations, improving their efficiency and freeing up staff working hours.

The National Security Agency (NSA), Fort Meade, MD

NSA is a Department of Defense Agency, the biggest government employer of IT professionals and a world leader in cyber intelligence and technology.

IT Program Manager

July 2014 – June 2015 (Full time 40 hours/week)

- In collaboration with a software development company, developed a new business database management system to be used by entire NSA - worldwide locations.
- Met regularly with software developers and upper management, acted as bridge to bring database requirements up to fruition. Tested system and documented errors/action items to be brought up to our next meeting.
- Developed training materials and conducted training for end users at the agency. New database implemented by the agency for 'electrical power consumption monitoring and management'.
- Manage all power permit requests and pull reports as necessary to analyze agency's power consumption.
- Meet with customers to go over electrical power requirements and provide solutions as needed.
- Supervised the daily work of 2 full time contractors assigned to our business unit. Assigned work, provided coaching and training, and communicated information to and from upper management.
- SharePoint Administrator. Responsible for updating, debugging, security & permissions, and providing business collaboration ideas for my department's SharePoint websites.

HR Generalist

February 2013 – July 2014 (Full time 40 hours/week)

- PeopleSoft HRMS: Responsible for all hiring and employment actions. Also ran Query Manager reports for metrics and quality assurance purposes.
- HR System Project: Worked together with other HR professionals to implement modifications to PeopleSoft. Employee promotions needed to be part of the system. Historically, promotions were recorded and approved through PDF files. We worked as a team to implement these changes to the system and once done we provided necessary training to managers and other employees.
- PeopleSoft HRMS SME: Provided training to new and junior team members on PeopleSoft system actions. Discovered issue with PCN data management which caused data mismatch within the system. I facilitated meetings with department heads and admins and help solve the problem by proving automated and regularly scheduled system queries delivered to their inboxes.
- Advised managers and supervisors on Employee Performance Management Program regarding policies and procedures. In charge of updates and other necessary technical actions in PeopleSoft.
- Regularly met with managers to discuss staffing laws, metrics, and action items. Managed full cycle staffing for worldwide NSA positions.
- Arranged meetings with managers and partnering departments as needed to go over opportunities for business process improvement.
- Determined and advised employees on various benefits relevant to their employment, and LOAs.

HR Recruiter

December 2009 – February 2013 (Full time 40 hours/week)

- PeopleSoft HRMS SME: As a subject matter expert on PeopleSoft, I provided training to staff on daily usage and best practices. Worked on a project to modify a section within PeopleSoft to help better track performance of our scholarship employees.
- In charge of full cycle processing of external applicant and their hiring actions in PeopleSoft.

- Led multidiscipline recruitment teams on recruitment business trips throughout my tenure. Responsible for putting together teams, leading pre and post trip meetings, putting together recruitment plans and following through, coordinating and leading meetings at destination location.
- For 38 months tenure, represented the Agency at over 45 public recruitment events around the country to include University and Professional Organization Career Fairs.
- Hosted orientation classes for new hires and reviewed program policy manuals.
- In charge of student check-in and check-out sessions for summer internships. Provided guidance on policy documents and Student Program forms.
- Updated Program's Standard Operating Procedure (SOP).
- Managed a highly anticipated annual Directorate level event three years in a row. Briefed NSA Chief of HR and also participated in the team that briefed the NSA Deputy Director on the Ceremony procedures and accomplishments. Created an SOP for the project and saved it in office share drive for future references.

Military Service:

United States Marine Corp Reserves (USMC), Fort Snelling, MN

Military Contract: May 2005 – May 2011 (Honorable Discharge)

- Served in Air Operations command of the MWSS 471 Squadron by setting up aircraft landing establishments in nontraditional places for emergency landing or refueling of helicopter aircrafts.
- From May 2009 to May 2011 I was promoted to the rank of Corporal. This rank would equate to an assistant supervisor in the civilian world. The next rank you can be promoted to after Corporal is Sargent which would be a full-time supervisor. As a Corporal I oversaw 3 Marines, their work, coaching and training, and communicating essential information and policy.