**EDUCATION**

**Master of Science (MS), Human Resources Design**

*Claremont Graduate University (CGU)*, Claremont, CA

**Bachelor of Arts (BA), Psychology**

*University of California San Diego (UCSD)*, La Jolla, CA (Transferred from *UC Riverside*)

**Societies:** Psi Chi International Honors Society for Psychology

*University of California San Diego (UCSD) Extension*, La Jolla, CA

**Courses Completed**: Introduction to SQL Programming

**EXPERIENCE**

*EDF Renewables (EDF Renewable Energy)*, San Diego, CA

*A 1,200-employee international renewable energy North American subsidiary of global energy giant EDF.*

**Sr. HRIS Analyst (03/2018 – Current)**

* Full-suite Dayforce client system administrator for Core HR, Talent Acquisition/Recruiting, Onboarding. Payroll, Workforce Management, Learning, Compensation, and Benefits modules.
* Implemented Dayforce HCM in 6 months as internal HRIS Project Manager. Worked closely with 13+ HR team members, a third-party implementation consultant, Ceridian implementation team, IT, IT PMO, and finance/accounting. Led the extraction and performed compilation of 5 years of employee data from SAP HR module.
* Analyzed current Dayforce workflows and forms and identified ways they could be redesigned to enhance HR system operations and accommodate manager self-serve. Built and implemented 10+ workflows and 2 new forms with the feedback of various HR team members.
* Utilize mass data import functionality to add or update information for hundreds of employees in Dayforce.
* Configured solutions to meet the needs and improve system optimization for internal customers.
* Collaborated with the BI and SAP teams to implement a Dayforce/SAP integration and to later revise the configuration to increase processing speed by 50%.

**HR Reporting & Systems Analyst (09/2017 – 03/2018)**

* Managed compensation data for 2017 compensation review cycle. Performed regular data checks. Prepared final merit increase, annual bonus, and long-term incentive employee files used for mass imports, payroll, and letters.
* Tested and assisted with configuration for SAP system open enrollment. Worked closely with 2 SAP business analysts, 1 SAP ABAP developer, and the benefits manager.
* Manually populated 2017 import file to Ceridian payroll system for 1095-C/ACA requirements.
* Implemented Payfactors via preparation of the compensation data per vendor specifications.
* Audited 5 years of long-term incentive compensation employee awards against payroll records.
* Promoted to Sr. HRIS Analyst after 6 months of employment.

**Sr. HRIS Analyst (07/2016 – 04/2017)**

*Hunter Industries*, San Marcos, CA

*A 2,200-employee international irrigation technology and outdoor lighting products company*

* Contributed to ongoing configuration/development of company HRIS (UltiPro). Held highest level of HRIS security.
* Facilitated implementation of and addressed issues with interfaces between vendor and internal systems.
* As primary HR report writer, frequently created/distributed custom employee data reports using IBM Cognos BI software.
* Built initial enrollment report for health insurance vendor consisting of 2,100 rows of employee/dependent information.
* Performed mass imports of employee data. Built and ran 2017 import of annual pay increases for 1,200 employees.
* Implemented 6 electronic forms in Onboarding module of UltiPro. Worked with BA/developer through entire cycle.

**Sr. HRIS Analyst (04/2013 – 07/2016)**

*Active Network*, San Diego, CA(A *Vista Equity Partners* portfolio company)

*A 3,000-employee international event registration and management software company*

* Promoted from HRIS Analyst to Sr. HRIS Analyst after 1 year of employment.
* Direct liaison with IT and ERP development team to add or improve HRIS (Oracle EBS R12) functionality. Examples: new termination workflow; direct import of new employee information; and auto-adding appropriate approvers for certain employee changes. Performed user testing to achieve proper functionality and created user guides.
* Led implementation of Equifax ACA software. Submitted 1095-Cs for 2015 and monitored employee benefits eligibility.
* Workflow request reviewer for all U.S. and Canada employee-related changes in Oracle EBS. Investigated and resolved workflow-related technical issues in the HRIS as a workflow administrator.
* Oversaw all new employee data entry into the HRIS (internationally). Provided training to HR/onboarding team members in the U.S., Canada, and China on HRIS record creation and modifications.
* Completed government-related reports, such as the EEO-1, VETS-100A/4212, and other U.S. Government surveys. Developed veteran/disability status survey, obtained 741 results, and coordinated upload of results into Oracle records.
* Worked with technical teams (core services, IT, back office) and finance on various mass employee changes (divestitures, intra-organizational restructures). Worked with security/core services teams to resolve account issues linked to HRIS data.
* Provided continuous support and created HRIS instructional/process guides for supervisors and the HR team.
* Ran 2015-2016 PTO carryover process in Oracle for all eligible employees (1,500-2,000) internationally.
* Ran benefits data extracts and uploaded results to vendor benefits interfaces via FTP/SFTP.
* Provided custom employee reports to internal customers. Performed employee data audits and initiated corrections.
* Determined ability to comply with RFPs/contracts from HR perspective; provided employee data when appropriate.

**HRIS Support Analyst (07/2012 – 04/2013)**

*WIS International,* San Diego, CA

*A 15,000-employee international corporation in the retail industry specializing in inventory counting services for major clients that include Walmart, JCPenney, Staples, and The Home Depot*

* Developed instructional videos for the UltiPro HR and payroll information system in addition to other training procedures and posted them on the company intranet for the benefit of the entire U.S. division.
* Ensured employee data integrity by performing audits and reports.
* Provided UltiPro support for approximately 5,000 internal customers nationally.
* Used mapping software to illustrate employee residence locations in relation to company offices and clients.

**ADDITIONAL INFORMATION**

* **Other HR Work Experience**: HR Assistant (11/2010 – 05/2012) at Gafcon/SharePoint360; HR Intern (03/2008 – 10/2008) at California Steel Industries
* **HRIS/HCM Software**: Ceridian Dayforce HCM, Oracle E-Business Suite (EBS) R12, SAP, UltiPro HCM, ADP PC Payroll
* **IT Service Management Software:** Service-Now
* **Recruiting/Talent Software**: Ceridian Dayforce HCM, UltiPro HCM, SilkRoad, Taleo, HireBridge
* **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint, Outlook), Microsoft Access, Microsoft SharePoint, Microsoft SQL Server 2014, T-SQL, Camtasia Studio, Maptitude, Adobe Photoshop, some programming in Visual Basic .NET, HTML
* **Analytical Skills:** IBM Cognos Business Intelligence (BI), Microsoft Excel, statistics and research methods for psychology
* **Languages:** Spanish (conversational)