

# Izumi Takeshita

Data Analyst

## SUMMARY

Experienced HR/People Operation Analyst seeking to leverage analytical skills and data-driven expertise to excel in a broader analysis role. Proven track record of optimizing HR processes, implementing data-driven strategies, and leading cross-functional teams to improve workforce planning. Passionate about expanding my analytical horizons and contributing to data-driven decision-making in a broader business context. Currently pursuing a second bachelor's in computer science and improving my Data Analysis skills.

## WORK EXPERIENCE

### HR Generalist and Payroll and Benefits Analyst | Remote, CA

Concept Labs (April 2022 — June 2023)

- Played a key role in scaling HR operations in a fast-growing tech startup environment, contributing to the company's rapid expansion and talent acquisition efficiency.
- Successfully managed annual benefit renewals and open enrollments. Conducted non-discrimination testing, ensuring full compliance and minimizing risk.
- Streamlined payroll processes across multiple states and countries.
- Oversaw 401(k) plan administration for employees, providing crucial support during annual audits and tripled participations.
- Managed and audited employee data in HRIS system.
- Created and updated key HR policies and processes, contributing to an increase in policy compliance, retention, and a more efficient onboarding experience.
- Ensured adherence to latest HR compliance standards, reducing legal risks and fostering a compliant and ethical workplace environment.
- Led the successful implementation of new HRIS systems, reducing the costs of using a PEO.
- Collaborated with management to establish state business and Unemployment Insurance accounts, streamlining tax withholding processes and ensuring regulatory compliance.
- Provided payroll and benefits reports to the management team, aiding in informed decision-making and budget planning.
- Designed and managed employee engagement, satisfaction, and DEI surveys, and created visualizations to communicate key insights to stakeholders using Tableau.

### People Operation Generalist | Remote, CA

Nagase Holding America Corporation (January 2020 — April 2022)

- Managed daily HR functions, improving process efficiency and effectiveness.
- Provided HR analytical support to affiliate organizations, enhancing operations and decision-making.
- Oversaw benefits programs, conducting cost analysis and managing renewals, contributing to cost-saving strategies.
- Reduced time and manual error by automating the onboarding process.
- Responsible for financial reconciliation and reporting related to employee costs, enhancing accuracy and fiscal responsibility.
- Assisted in the development and maintenance of the Employee Handbook and compliance programs, ensuring adherence to legal standards.
- Administered 401(k) plans for seven companies, serving as the main contact for annual audits, emphasizing precision and regulatory compliance.
- Handled payroll processes, including expatriate payroll and tax adjustments, ensuring accuracy and compliance in financial reporting.

## CONTACT

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<https://github.com/Takeshitai>

<https://www.linkedin.com/in/izumi-t-0621>

## SKILLS

Python

PostgreSQL

R

Tableau

HTML

JavaScript

## EDUCATION

University of California, Los Angeles

Major: Psychobiology, BS | 2015

## TRAINING / CERTIFICATION

Nucamp Coding Bootcamp

Full Stack Web + Mobile Development

Google Data Analytics Certification

[Certificate](#)

## LANGUAGE

English

Japanese

- Provided detailed reports for HR budgeting, focusing on compensation and benefits, aiding in strategic financial planning.

## **People Operation Specialist | San Jose, CA**

[Nagase America Corporation \(January 2019 — December 2019\)](#)

- Oversee the execution of payroll processes, ensuring accuracy, compliance, and timeliness in employee payments.
- Ensure adherence to legal and regulatory standards in payroll and benefits administration, reducing risk and ensuring legal compliance.
- Implement and manage HRIS systems, enhancing efficiency and user experience.
- Address and resolve employee inquiries related to payroll and benefits, ensuring clear communication and problem resolution.
- Work closely with HR and finance departments to align payroll and benefits strategies with organizational goals.
- Assist in the development of budget forecasts for personnel costs, contributing to effective financial planning.