

Cara Decker

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Skills and System Experience

Banner • MicroStrategy • PageUp Applicant Tracking • PeopleAdmin Applicant Tracking • Banner HRIS reporting • Microsoft Office • Team Dynamix • Data analytics • Payroll • Deadline and time management • Project Management • Team Development • I-9 Compliance • Programming • Python • Client-Side Scripting

Education

IN PROGRESS

[Associates in Information Technology, with specialization in Full Stack Development](#)/New River Community College, Dublin, Virginia

MAY 2021

[Bachelor of Arts in Human Resources Management](#)/Liberty University, Lynchburg, Virginia

Experience

MARCH 2023 – PRESENT

[Employee Administration Data Analyst](#)/Virginia Tech, Blacksburg, Virginia

- Provides analytical support and data analysis on projects and employee transaction metrics, which are presented to the Vice President of Human Resources.
- Leads continuous process improvement for Employee Administration.
- Conducts, audits, and reviews to ensure policies, procedures, and guidelines are being met.
- Analyze and measures continuous improvement of employee transaction business processes, such as focusing on inputs and interfaces that could impact overall process effectiveness.
- Participates in system process reviews to determine what areas will impact/interface with the Employee Administration processes.
- Collaborates with multiple technical and analytical teams to develop and maintain best practices for all duties performed by the Employee Administration team.
- Regularly performs transactions, writing procedures, and conducts training for tasks performed.
- Reviews, analyzes, and draws logical conclusions from provided data.
- Participates in any auditing process from various internal and external auditors.
- Conducts both regular and ad-hoc training as needed to refresh training knowledge and eliminate issues as they arise.
- Manages reporting for the Board of Visitors on all personnel actions using reporting of human resources and payroll analytics and data. Completes reporting and analytics for the board by establishing, defining, maintaining the deadlines for payroll and the board of visitors.