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| Miguel Rosello  P: 813-613-7085  E: [marosello79@gmail.com](mailto:marosello79@gmail.com)  Wesley Chapel,FL |
| Results-driven Systems & Reporting Analyst with extensive experience in managing HR system integrations, data analysis, and reporting. Proven expertise in consolidating and examining data for accuracy, preparing detailed reports, and providing technical assistance with system integrations and Human Resources Information Systems projects. Advanced proficiency in Excel, SQL, and Tableau, with strong project management skills and a commitment to ensuring data security and compliance. Adept at collaborating with stakeholders to enhance HR processes and implement system improvements. |

# Experience

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| February 2023 – august 2024Data analyst (Business Risk and Control), citi – Tampa, FLManaged data requests for headcount and resource analytics, ensuring accuracy and timely entry into systems for review and approval.Led the consolidation and analysis of HR data from multiple sources, including Workday and IFW, to produce accurate and actionable reports for management.Utilized advanced Excel skills, including pivot tables and VLOOKUPs, to create detailed dashboards for monitoring key HR metrics.Assisted in cost analysis and budget preparation by providing data-driven insights and recommendations.Ensured compliance with internal policies and regulatory requirements, applying sound ethical judgment in all aspects of data management. |
| April 2019 - April 2023Data Quality Analyst, Bristol-Myers Squibb – tampa, FLConducted in-depth data quality assessments and root cause analyses, identifying and resolving issues to ensure data integrity.Collaborated with third-party vendors and internal stakeholders to maintain accurate and compliant data records.Prepared and reviewed audit reports, focusing on the completeness and accuracy of HR data, and recommended process improvements to enhance data quality.  * Supported the implementation and troubleshooting of system integrations and data migrations, ensuring seamless transitions and compliance with data security standards.  November 2018 - April 2019Operational Specialist, Citi – Tampa, FLConducted data analysis to identify operational inefficiencies and implemented corrective actions to improve performance.Provided technical support for Human Resources Information Systems, ensuring accurate data entry and adherence to established service levels.Assisted in the configuration and testing of system changes, contributing to the successful implementation of new HR processes.  * Played a key role in system integration projects, collaborating with stakeholders to ensure smooth transitions and optimal system performance.  December 2017 - October 2018Sr. Associate, Human Capital Data Management, Pricewaterhouse coopers – Tampa, FLManaged partner-related demographic and personal data within the PeopleSoft Human Resources Information Systems, ensuring data accuracy and compliance.Executed ad-hoc queries and data audits to support organizational structure changes and HR reporting needs.Contributed to the seamless integration of new Human Resources Information Systems features through user acceptance testing and system configuration.  * Documented business process flows and supported the development of functional and technical design documents. * Assisted with data migration from PeopleSoft to Workday including testing and quality analysis.  December 2016 - December 2017GBS HR Quality Assurance Specialist, The Coca-Cola Company – Tampa, FLEnsured data integrity through rigorous audit analysis and reporting, specializing in Excel and SQL for data manipulation.Developed and maintained Tableau dashboards to visualize HR data and provide insights for decision-making.Managed data security and access controls, ensuring compliance with HR governance standards.  * Supported system integrations by documenting specifications and overseeing user testing for new HR system features. * Assisted with data migration from SAP to Workday including testing and quality analysis. |

# Education

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| **High School Diploma**  McArthur High School, 1998 |
| **Business Administration Bachelor**  Southern New Hampshire University, **(In-Progress – expected completion date 5/2025)** |

# SKILLS

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| * Advanced Excel (Pivot Tables, VLOOKUPs, Formulas) * SQL & Tableau * Data Analysis & Reporting * Human Resources Information Systems (Workday, PeopleSoft, SAP) * Project Management & System Integration * Compliance & Risk Management * Budget Preparation & Cost Analysis * Strong Written & Verbal Communication |