Erik Lorenzana

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SUMMARY

A dedicated IT Professional with a strong background in software development, HR administration, data analysis, IT support and web development with extensive administrative skills.

TECHNICAL SKILLS

Operating Systems: Windows Vista/7/8/10, Mac OSX, Linux

Software: Microsoft Office Suite, MS Access, MS Project, SharePoint, Visio, DM5, Taleo, SuccessFactors, Vemo, Cognos, SalesForce, PeopleSoft HR, CRM, C, Citrix, Objective-C, Swift, Java, JavaScript, WordPress, HTML5, CSS

PROFESSIONAL EXPERIENCE

Owner/Developer, Elk Labs LLC (Oct 2012 – Present)

- Created customized software applications and tools using advanced development and coding techniques. Managed all phases of application design - from coding, prototyping through system testing, integration and deployment.

HR Information Systems Analyst, International Monetary Fund (Sep 2008 – Sep 2012)

- Acted as main point of contact for all PeopleSoft HRIS related requests from Managers and HR staff.
- Delivered high quality reports, metrics, services and transactions in PeopleSoft.
- Implemented continuous HR IT process improvements.
- Communicated with internal and external vendors for issue resolution.
- Assisted in screening and hiring of contractual and regular staff for different Fund departments.
- Provided guidance in HR policies, recruitment, workforce development, benefits administration, attendance, compensation and employee performance management.
- Maintained employee relations through proactive contact with Fund employees.

Web/IT Assistant, Embassy of the Philippines (Feb 2004 – Aug 2008)

- Planned, created, launched and managed Embassy website with strong emphasis on user-centered design and usability standards.
- Maintain and update organizational database distribution list.
- Created and maintained an online repository of end-user forms and documentations.
- Troubleshoot and repair hardware and software systems as necessary.

EDUCATION

De La Salle University, Manila, Philippines – B.S. in Business Administration, Major in Computer Applications

University of Wisconsin, Menomonie, USA – M.S. in Info. & Communication Technologies (2016-expected)