

PROFILE

Organized, analytical, team player with strong computer aptitude and excellent working knowledge of Microsoft Office (Word, Excel & PowerPoint) including VBA, SharePoint, Adobe CC (Photoshop, Acrobat Pro), HTML/CSS, SAP, PeopleSoft and e-publishing (actually published ebook for author).

EXPERIENCE:

Sep 2014 – Present

Transformative Learning, University of Kentucky

- **Jan 2016 – Present**
Business Operations Manager
 - Created department SharePoint site
 - Wrote VBA macros automating monthly budget reporting for entire division of Undergraduate Education
 - Wrote VBA macros automating department budget reporting based on specific departmental needs
- **Sep 2014 – Jan 2016**
(STEPS) Front Desk Attendant & Office Support
 - Developed center traffic dashboard – data processed by VBA macro
 - Created interactive PowerPoint for marketing event

Jun 2001 – Mar 2009

Brown & Williamson / Reynolds American (job progressed through merger including relocation from Louisville, KY to Winston-Salem, NC)

- **Feb 2008 - Mar 2009**
Workforce Planning Analyst: Strategy & Planning
 - Created MyHR Online website
 - Served as SharePoint administrator for entire HR function
 - Developed VBA macro, streamlined disparate treatment analysis in annual performance management process, saving eight hours of staff time, increased accuracy and providing HR Business Partners the ability to run the report in the field themselves instead of relying on after the fact processing
 - With team, developed MyHR Call Center reporting metrics
- **Aug. 2004 - Feb. 2008**
Human Resources Analyst: Employment Practices & Employment Services
 - Oversaw the completion of a successful OFFCP audit
 - Oversaw the implementation of updating ethnic/race groups in company reports in order to remain compliant with changing EEOC & OFFCP policy
 - Obtained SPHR (Senior Professional of Human Resources) certification
- **Feb 2003 - Aug 2004**
Human Resources Administrative Support
 - Created online employee policy manuals and benefit description resources.
 - Selected to work on PeopleSoft upgrade project and responsible for managing PeopleSoft security
 - Taught myself how to use Kalendra software in order to create a manager's guide for the annual merit review process
- **Jun 2001- Feb 2003**
Human Resources Administrative Support – Payroll through Benefits Services Group (BSG)

EDUCATION

Asbury University, Wilmore, KY — BA in English, May 2001