

# Joao Cruz's CV

## Joao Cruz

HRIS Analyst

joaopedro\_rr@outlook.com | My LinkedIn page

## EDUCATION

Bachelor of Science in Business Analytics | Anticipated April 2026

Brigham Young University - Idaho

## PROFESSIONAL EXPERIENCE

**Global Business and People Analyst Intern** | 05/2024 – 08/2024

*Micron Technology*

- Increased data analysis productivity by 75% by introducing an analytical model in Excel with external data connections to Power BI and Visier, to identify trends in key people metrics (turnover, demographics, compa ratio, etc.).
- Implemented 5+ comprehensive visuals and dashboards in Visier and ad hoc reporting using Workday, Power BI, and Excel to support Business Partners' strategic decision-making.
- Synthesized 3+ qualitative and quantitative data from eSat surveys in Glint into compelling slide decks, facilitating leadership decisions on employee engagement and resource allocation.
- Developed and implemented an Excel automation template for swift and precise generation of compliance data reports, facilitating Business Partners in addressing non-compliance issues effectively.

**HRIS Analyst** | 06/2022 – present

*Brigham Young University-Idaho*

- Administered HR-related data operations and workflows for the BYU-Idaho HCM system (Workday) with over 4,000 users.
- Minimized recurring recruiting business process errors by 80% by implementing cloud-based documentation, improving work process efficiency.
- Reduced the recruiting offer process time from 3 days to 1-2 days by enhancing the Recruiting business flow, and implementing step condition configurations to the Business System.
- Facilitated in mitigating HR system issues by collaborating with other users inside and outside of HR (Recruiting, Payroll, Benefits, IT, etc.).
- Conducted in-depth analysis and refinement of over 100 internal HR reports, operational guidelines, and training protocols.

#### **Data Visualization Specialist | 04/2023 – 12/2023**

*Brigham Young University-Idaho*

- Implemented data validation processes to ensure data integrity and operational efficiency.
- Reduced error resolution time by 60% increasing data integrity by implementing a data validation process for early identification of data anomalies.
- Achieved a 50% reduction in time required for semester course scheduling audits through adept use of Power BI, enhancing academic registration efficiency.
- Implemented 3+ interactive dashboards that met the department's evolving needs and requirements by actively engaging with stakeholders to gather feedback and iterate on visualizations.

#### **Treasury Assistant Intern | 12/2021 – 03/2022**

*SEBRAE (Micro and Small Business Support Service)*

- Improved the efficiency of the monthly financial report analysis process from 3 days to 2 days by creating and utilizing dashboards in Excel.
- Decreased the number of payment requests on hold by 30% by implementing efficient scheduling and planning tools.
- Worked on monthly expense audit processes and financial documentation.
- Reduced expense audit process from 2 days to 1 day by effectively implementing organization methods.

### **LEADERSHIP EXPERIENCE**

#### **Student Leadership Council | 09/2023 – 12/2023**

*Brigham Young University - Idaho*

- Participated in the Mental Wellness Committee, planning and designing a student mentorship program proposal to engage students with mental health issues in recreational activities on campus.

**Financial Assistant and Recorder (Full-time Volunteer) | 04/2020 – 02/2021**

*The Church of Jesus Christ of Latter-day Saints* (Fukuoka, Japan)

- Increased work efficiency by organizing financial and logistical aspects of the organization to supply and allocate 75+ volunteers.
- Introduced new training concepts and principles by planning and writing a new and updated guide to help new assistants and volunteers.