

# 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.