

Melissa Li, M.B.A

People Analytics | HR System | Data Guru

Senior HR Data Analyst boasting a decade of specialized experience within both the financial services and public sector, delivering data-driven solutions to enhance organizational performance.

PROFESSIONAL EXPERIENCE

Senior HR Analyst | MCAP | July 2022 – Current

- Proficient in utilizing UKG, an enterprise HR management system, to extract and analyze employee data, generate reports, and support various HR functions such as employee lifecycle management, compensation management, and organizational planning.
- Successfully completed monthly and quarterly HR Analytics dashboards using Power BI, consolidating data on FTE and headcount, terminations and turnover, internal mobility and new hires, leave of absence, and HR benefits.
- Developed VBA scripts to automate and streamline the process of disseminating and intake of HR budget data, reducing manual effort and ensuring data accuracy. This improvement resulted in a 30% reduction in time spent on data processing.
- Effectively addressed 70 ad hoc HR Analytics requests, including in-depth analysis of headcount and turnover. By providing 74 actionable insights and data-driven recommendations, these analyses contributed to enhanced workforce planning and talent management strategies.
- Collaborated closely with the total rewards team to calculate salary, benefits, and bonus figures accurately and efficiently. This collaboration ensured accurate compensation data and facilitated effective decision-making related to employee rewards and recognition programs.

Senior HR Data Analyst | Treasury Board Secretariat | Jun 2016 - May 2022

- Spearheaded the development and implementation of a Workday-integrated MS Access SQL application for HR learning and development performance measurement. Increased learning and development program effectiveness by 30% and improved employee engagement.
- Created visually appealing Power BI dashboards integrated with Workday to communicate HR FTE (Full-Time Equivalent) KPIs, resulting in a 15% reduction in employee turnover.
- Utilized Tableau Sankey charts and Workday data to analyze workforce mobility data, leading to a 10% increase in operational efficiency.
- Developed a clear and effective benefits map using MS Visio and conducted exploratory analysis of HR mobility data using R studio and Python, leveraging Workday data. This analysis contributed to a 5% reduction in benefits costs.
- Established a Workday-integrated MS Access database of 2,500 FTE for finance HR workforce analytics, streamlining reporting processes and enhancing decision-making.

Corporate Workforce Analyst | Ministry of Government Services | Oct 2014 - Mar 2016

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EDUCATION

Full Stack Web Development Program, *Career Foundry*

Feb 2023 - Current

Data Scientist Professional with Python, *Data Camp*

June 2022

Master of Business Administration, *Brock University, St Catharines, Ontario*

Sep 2011 – Oct 2013

Bachelor of Laws (Hons), *Dalian University of Technology, Dalian, China*

Sep 2007 – Jun 2011

RECOGNITION

Outstanding Employee in Consecutive Years *in Performance Review and Assessment*

SKILLS

Data Analytics - UKG, Workday, HCM, WFM, SQL Server, Excel, Python, R, Tableau, Power BI, MS VBA Macro, SSRS

Full Stack Developer – HTML/CSS, JavaScript, MySQL, Node.js, PostgreSQL, MongoDB, REACT, API integration, Git