**Rona Bourdeau**

MBA, SPHR, SHRM-SCP

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## **EDUCATION**

**USC Viterbi School of Engineering |** Data Analytics and Visualization Certificate

**California State University, Long Beach |** Masters, Business Administration

B.S. Business Administration, HR Management

## **SOFTWARE PROFICIENCIES**

**Data Analytics:**

* Programming Languages - Python, SQL, VBA, JavaScript
* Data Visualization - Tableau, D3.js, Plot.ly, Leaflet.js, Matplotlib, Seaborn
* SQL - PostgreSQL, MongoDB
* Python - Pandas, NumPy, SciPy, SQLAlchemy, VSCode, Jupyter Notebook
* ERP & HCM- SAP, Workday, ADP
* Excel - VBA, Macros, Pivot Tables/Charts, Index/Match, VLOOKUP

**Web Development:**

* JavaScript - D3.js, Plot.ly, Leaflet.js
* HTML, CSS, Bootstrap, Flask

**General Competencies:**

* Microsoft Office - Excel, PowerPoint, Word, Outlook, SharePoint, Visio, Teams
* Project Management - Monday, Slack

## **EMPLOYMENT HISTORY**

**Human Resources Manager** | Laserfiche | Long Beach, CA **Feb 2020 – Present**

* Manage HR data/systems using Paycom and Laserfiche Repository
* Create reports, extract data for compensation surveys
* Manage employee benefits including medical, dental vision, life, FSA and 401(k) plans
* Major project: create a dashboard containing HR metrics such as turnover, headcount

**Senior Benefits Analyst** | Aerospace Corp | El Segundo, CA **Sep 2015 – Feb 2020**

* Managed the administration, communication, and analysis related to benefit programs; the interpretation of related policies, procedures and contracts; and compliance with appropriate laws and regulations
* Transitioned defined contribution plan from 403(b) and into 401(k)
* Designed a Leave of Absence web page
* Managed annual ACA compliance reporting
* Assisted in the implementation/conversion to Workday via testing

**Human Resources Manager** | Transamerican Auto Parts | Compton, CA **Jun 1998 – Feb 2015**

* Oversaw a full spectrum of human resources functions including payroll, benefits, employee relations, recruiting and selection and workers compensation with a staff of HR professionals.
* Led key system wide benefit projects such as the annual marketing and benchmarking of our plans, annual open enrollment activities, Health Care Reform compliance, and the transition to a new aligned benefits design.
* Managed 401(k) plan: lead investment committee and administration of the plan
* Prepared management reports and extracted data—headcount, turnover

## **Projects**

* **COVID-19 effects on sample companies’ stock performance**. Using Alpha Vantage API, we pulled stock performance data, visualized performance before and during the pandemic using Python with Matplotlib.
* **Voter demographic and voting conditions research**. Extracted US Census data via API and web scraped voting conditions from MIT website by state. Transformed/cleaned data using Python and used Mongo DB to output data into an SQL database.
* **UFO Sightings website.** Used JavaScript, HTML, CSS and Bootstrap to collect, organize UFO sightings database and published it on a searchable website.

## **CUMMULATIVE ASSETS**

Recipient of Outstanding Business Graduate Award, CSULB

Honor Society Member: Beta Gamma Sigma (Business), Tau Beta Pi (Engineering)

High School Class President

Proficient in American Sign Language (ASL)

## **ACCOMPLISHMENTS**

* Instrumental in company growth from 350 to 1500 employees by implementing HR policies
* Implemented a move from fully insured to a self-insured medical plan resulting in savings to our benefits costs.
* Implemented an HDHP with HSA
* Made sure the company complied with the new ACA requirements and new Paid Sick Leave law in California.
* Collaborated with a team to draft a comprehensive Benefits Guide
* Designed and implemented new benefits orientation presentation.
* Successfully merged benefits program with an acquired company
* Implemented a move from paper to electronic performance reviews
* Designed an HR website from the ground up
* Designed and implemented an Affirmative Action Plan
* Designed and implemented of a 2-hour sexual harassment training program for managers
* Reduced payroll costs by 50% while increasing efficiency by changing payroll vendor and unbundling payroll from timekeeping system
* Updated Employee Handbook to comply with new CA laws