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|  | Kyle Martin  8546 Cassia Drive, Plainfield, IN 46168 | 317.296.4585| kyle.martin@vandelaytechnologygroup.com |
|  | ***Active Secret Security Clearance*** |
| **Experience** | **PeopleSoft Analyst**  *SRA International via Apex Systems, Washington, DC*  *AOUS Courts (Federal Government) | Thurgood Marshall Judiciary Building*  ***Applications:*** *Oracle SQL Developer, People Tools App Designer, PeopleSoft Data Mover, PeopleSoft Query Manager, IBM Clear Quest, Access, Excel, Word*  ***July 2012 –present***   * Provide Functional and Technical analysis of PeopleSoft 9.1 HRMS during the upgrade process from 8.9 * Perform Data Analysis to confirm integrity of completed upgrade process * Document and execute test scripts that thoroughly test business processes to ensure functionality with 9.1 (HR, Payroll, Time & Labor, Base Benefits, eService, ePerformance) * Perform tax update and PeopleSoft maintenance pack analysis and testing prior to deployment * Provide production support by reviewing, analyzing and confirming problems, testing solutions and communicating results   **Systems Analyst**  *The MIL Corp, Charleston, SC*  *US Department of State (Federal Government) | Global Financial Service Center*  ***Applications:*** *Oracle SQL Developer, People Tools App Designer, PeopleSoft Data Mover, PeopleSoft Query Manager, Control-M Scheduler, HP Quality Center, HP Quick Test Pro, Access, Excel, PowerPoint, Word, Visio, Project*  ***June 2011 –July 2012***   * Provide Functional and Technical analysis of PeopleSoft 9.1 HRMS project, encompassing HR, Base Benefit, North American and Global payroll * Perform data analysis and validation the legacy conversion process; identify data lost, captured and erred during legacy conversion * Configured data mapping for legacy data to PeopleSoft tables to ensure data is transferred correctly * Configured employee pay groups, benefit plans, as well as various earnings types * Establish pay calendars that reflect the various payroll periods, pay dates, and periods throughout the year * Create Pay Run ID’s to process payrolls more efficiently * Conduct focus group meetings to gather and refine requirements defined by the customer * Perform analysis of the data conversion process * Develop and execute test plans to validate business requirements * Lead User Acceptance Reviews (UARs) to facilitate client approval for software * Design, plan and present User Acceptance Training (UATs) during SDLC and prior to deployment * Document and update business processes to reflect the new software |
|  | Software Engineer  *Computer Task Group (ctg), Indianapolis, IN*  Eli Lilly and Company  **Applications:** SQL Server Microsoft, HP Quality Center, Access, Excel, PowerPoint, Word, Visio, Project  **March 2011 – June 2011**   * Organize fit gap sessions with different user groups to evaluate requirements * Develop and execute test plans to validate business requirements * Identify and resolve software deficiencies * Provide supporting analysis during business reviews as a subject matter expert (SME) * Lead user acceptance testing for groups of 15-25 |

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| **Experience**  **(continued)** | Jr Business Analyst  *PeopleStrategy, Indianapolis, IN*  ***Applications:*** *Oracle SQL Developer, People Tools App Designer , PeopleSoft Data Mover, PeopleSoft Query Manager, HP Quality Center, Access, Excel, PowerPoint, Word, Visio, Project*  **April 2010 – March 2011**   * Design and execute test plans in HP’s Quality Center for the PeopleSoft 9.1 HRMS modules * Responsible for maintaining and updating multiple environments * Analyze and refine business processes to formulate (QWIs) to match the software functionality * Conduct fit gap analysis with customers to ensure requirements were met * Develop and administer user acceptance training for updated processes and software |
|  | Analyst  *Nation Freight Industries (NFI) / Accuride Corp, Whitestown, IN*  ***Applications:*** *SQL Server , Microsoft Dynamic AX, Access, Excel, Word, PowerPoint, Visio, Project*  **April 2009 – April 2010**   * Responsible for warehouse planning and setting daily productivity goals * Develop, write and train employees on standard operating procedures * Analyze workflow procedures and make recommendations for improvements * Report metrics on labor cost, billing errors, and shipping errors |
|  | Business Analyst  *Healthcare Products Delivery (HPD), Pittsboro, IN*  ***Applications:*** *Oracle SQL Developer, People Tools App Designer, PeopleSoft Query Manager, Access, Excel, PowerPoint, Word, Visio, Project*  **January 2007 – April 2009**   * Lead focus groups for documenting business processes and requirements for PeopleSoft 9.0 HRMS * Configure and setup business specific Benefits, HR and payroll components * Perform data mapping and validation of legacy system to PeopleSoft * Perform data conversion assurance for converted data * Write Standard Operating Procedures (SOPs) * Develop and lead end user training of the SOPs and software |
|  | Technology Assistant  *North West Hendricks School Corporation, Lizton, IN*  **November 2002 – April 2007**   * Maintain and update school websites according to corporation guidelines * Resolve tech request submitted in a timely fashion as to not interrupt the education process * Perform hardware and software updates throughout the corporation * Design and conduct teacher in-service sessions to further develop the understanding of technology in the classroom * Provide requested software training throughout the corporation for administrators and teachers |
| Education | Business Information Systems, BS  *Indiana Wesleyan University, Marion, IN*  ***August 2012*** |
| References | *References are available on request* |