

BUSINESS PROCESS ANALYST

Summary

Business Process Analyst highly effective at incorporating creative leadership skills to achieve business objectives. Directs projects that improve efficiency while meeting deadlines and budget requirements.

Experience

03/2017 to Current

Business Process Analyst Company Name i¼ City , State

- Design and implement internal audit practices to identify, mitigate and resolve HR exposure.
- Manage testing internal audit controls and tracking the status of gaps and corrective actions.
- Maintain audit schedule, and partner with HR Risk Manager and Corporate Internal Auditors to ensure on-time completion of audits.
- Provide objective, risk-based evaluations of the effectiveness of company policies and procedures.
- Oversee annual reporting, including AAP, EEO-1 and Vets 100.
- Prepare and present quarterly executive reports to the CPO.

10/2015 to 03/2017

People Infrastructure Operations Coordinator Company Name i¼ City , State

- Acted as primary point of contact for all North American new hires.
- Administered the applicant tracking system to update, audit and maintain candidate data.
- Managed the onboarding process for new hires in the North and Latin America regions.
- Created and sent offer packets to new hires.
- Partnered with other members of the People Team to ensure a smooth integration of new hires into the company.
- Worked with HRIS and Payroll teams to create new hire accounts.
- Supported Talent Acquisition team projects on a global basis by identifying and documenting existing team processes, researching and reporting on industry best practices, and carrying out project tasks.

02/2015 to 10/2015

Operations and HR Specialist Company Name i¼ City , State

- Managed all aspects of the hiring process from recruiting to onboarding, including administration of the applicant tracking system, preparation of employment agreements and new hire orientation.
- Provided support for various recruiting campaigns, including Stack Overflow and local career fairs.
- Managed company PEO and the day-to-day operations of the group benefits program.
- Acted as a liaison between employees and the PEO and escalated tickets or questions as necessary.
- Maintained all personnel files.
- Processed semi-monthly payroll.
- Reviewed employee expense reports for compliance with company policy.
- Assisted with administrative functions, including ordering office supplies, overseeing facilities processes, maintaining record of IT equipment and handling correspondence.
- Assisted with monthly sales commission calculation.
- Planned and secured vendors for company events.

08/2013 to 02/2015

English/Language Arts Department Chair Company Name i¼ City , State

- Attended countywide department chair meetings and led monthly department meetings to disseminate information to members of the school's English/Language Arts department.
- Attended countywide Discovery Education professional development as a member of the Teacher Leader Corps and facilitated school-based professional development modules in student engagement through the use of technology.
- Participated on the Leadership Team and School Improvement Plan Committee and in the development of the school's mission, vision, and values statement.
- Interviewed department applicants and made recommendations for candidates.
- 8th Grade English/Language Arts Teacher, Martin Gifted and Talented Magnet Middle School.

03/2012 to 02/2015

English/Language Arts Teacher Company Name i¼ City , State

- Planned and implemented daily lesson plans in accordance with the Common Core State Standards for eighth grade English/Language Arts.
- Differentiated instruction and collaborated with specialists to support the needs of all learners.
- Utilized a variety of methods to communicate with parents and families of students.
- Created appropriate formative and summative assessments and analyzed data to identify areas of need.

10/2010 to 03/2012

Language Arts and Social Studies Teacher Company Name i¼ City , State

- Planned and implemented daily lesson plans in accordance with the North Carolina Standard Course of Study for eighth grade Language Arts and Social Studies.
- Developed interdisciplinary units across content areas.
- Participated on the Leadership Team for the countywide implementation of Balanced Literacy.
- Coordinated and taught summer sessions at a transition camp geared toward rising sixth grade students.

Education and Training

Master of Arts Degree : Education East Carolina University Education

Bachelor of Science Degree : Education The University of North Carolina at Greensboro Education

Skills

project management, project coordination, administrative functions, content creation, employee relations, systems administration, internal audit, risk management, curriculum development and facilitation, operations support