

## JOHN DOE

### HUMAN RESOURCE ANALYST

ACADEMIC PERSONNEL • BENEFITS • PAYROLL

Experience in delivery of comprehensive services including : onboarding, termination, leave management, benefits and merit. Strengths in knowledge and application of University of California policies and procedures. Particularly skilled in analysis, and problem resolution. Thrives in challenging and fast-paced environments. Recognized for having integrity, being tactful and diplomatic and managing sensitive issues.

#### Technical Skills

PeopleSoft HCM, Payroll Time Reporting systems, UCB On-Line Financial System, Kronos, MS Office Suite.

#### EMPLOYMENT HISTORY

UNIVERSITY OF CALIFORNIA, Berkeley, CA 1999-present

##### HR Generalist (2005-present)

- Utilize extensive knowledge of UC personnel policies and procedures to effectively serve client base.
- Analyze employee relations and grievance cases to develop strategies that minimize risk to the organization.
- Collaborate with managers and supervisors to build streamlined recruiting and onboarding processes.

##### HR Coordinator (2002-2005)

- Represent organization at professional networking and recruiting events.
- Facilitate onboarding and orientation of new hires.
- Departmental point of contact for I-9 Verifications.

##### HR/Payroll Assistant (1999-2002)

- Departmental timekeeper for staff of 200.
- Research and resolve payroll discrepancies.
- Provide customer service for all incoming calls and front desk issues.

#### EDUCATION

CALIFORNIA STATE UNIVERSITY, Sonoma, CA

**BS: Business**

#### CERTIFICATIONS

Professional in Human Resources (PHR)

#### PROFESSIONAL DEVELOPMENT

Place any related training here

#### PROFESSIONAL ASSOCIATIONS

Place any related professional groups here