
Compensation Analyst Resume

Job Objective

Seeking a position as Compensation Analyst in highly reputed and professional organization.

Highlights of Qualifications:

- Remarkable experience in compensation program administration and in use of Human Resource Information Systems
 - Huge knowledge of compensation concepts and procedures
 - Deep knowledge of Federal, State, Provincial and Local laws
 - Familiarity with window based PC systems
 - Amazing ability to manage large projects
 - Superior analytical, consulting, interpersonal and presentation skills
 - Strong analytical, communication and project management skills
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Professional Experience:

Compensation Analyst
Catalina Marketing, Oakland, CA
August 2005 – Present

Responsibilities:

- Coordinated in management of compensation initiatives.
- Aided in formulation of design of incentive plans.
- Assisted in establishment of special studies and gave internal consultation.
- Executed annual merit and management incentive procedures.
- Coordinated with HR generalists and reviewed compensation practices.
- Coached people managers.

Compensation Analyst
NCO Group, Oakland, CA
May 2000 – July 2005

Responsibilities:

- Updated job descriptions and analyzed existing jobs.
 - Handled job classifications and salary and market surveys.
 - Evaluated data from survey sources and coordinated development job descriptions.
 - Managed compensation databases and aided job title and job information audits.
 - Executed research and complied with NCO policies.
 - Coordinated with management and provided feedback.
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Education:

Bachelor's Degrees in Business Administration
Carnegie Mellon University, Pittsburgh, PA

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