
HR Analyst Resume

Job Objective

Seeking a position as HR Analyst in a reputed organization where I can utilize my knowledge and experience.

Highlights of Qualifications:

- Huge experience in HR administration
 - Deep knowledge of principles of human resource management and organizational development in a complex organization
 - Sound knowledge of process redesign, organization redesign and supporting HR change
 - Great expertise in conducting recruitments and on-boarding new employees, maintaining employee relations, staffing, training and development
 - Proficient in Human Resources information systems
 - Strong Problem-solving, decision-making, and conflict resolution skills
 - Strong organizational and process re-engineering skills
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Professional Experience:

HR Analyst
NuStar L.P., Center Line, MI
August 2005 – Present

Responsibilities:

- Identified, researched, and addressed employee questions and issues.
- Supported multiple HR processes, including staffing, benefits, sick leave, workers' compensation, and return to work procedures; employee tracking and reporting systems.
- Facilitated and supported the development, implementation, and day-to-day management of the labor and employee relations component of the organization's comprehensive human resources strategy.
- Maintained tracking systems, analyzed trends and distributed reports for the organization on a routine and ad hoc basis.
- Assisted with the analysis of HR services and options available.
- Helped to identify opportunities to implement systemic improvements and optimized results.
- Provided timely, professional responsiveness to and balanced advocacy for all employees and stakeholders.

HR Analyst
AXA Equitable, Center Line, MI
May 2000 – July 2005

Responsibilities:

- Established reports and created ad hoc reports for management and Business Partners.
 - Coordinated year end compensation process, employee data changes and Position Management process for client areas.
 - Coordinated Job requisition & Recruiting Process.
 - Interfaced with Recruiting and Mobility on new hires, on boarding & assimilation.
 - Liaised with Compensation on job evaluation process follow up and obtaining job descriptions.
 - Monitored the Performance Management Process and coordinate the input of ratings into the database and report analysis.
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Education:

Bachelor's Degrees in Human Resources
Drake University, Des Moines, IA

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