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# HR BUSINESS ANALYST RESUME

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## Job Objective:

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To secure a HR Business Analyst position in a well established organization with a stable environment.

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## Highlights of Qualifications:

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- Working knowledge of HR functions, policies and procedures
  - In-depth knowledge of relational databases and concepts
  - Familiarity with recruitment practices, HR functions and processes
  - Proficient with Oracle Peoplesoft HRMS payroll, PeopleSoft, Talent Management Systems, Learning Management Systems, Business Objects and PeopleSoft
  - Ability to compile and analyze data for reports and special projects
  - Excellent analytical and critical thinking skills
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## Professional Experience:

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HR Business Analyst  
Synapse Technologies, Seattle, WA  
August 2005 – Present

- Developed and created functional design and specifications in partnership with HR Functions and Teams.
- Analyzed business requirements and designed solutions that solved technical and business issues of varying complexity.
- Developed and prepared project documentation including requirements specifications, use cases, test scripts and plans.
- Executed test plans for all phases of system testing including Unit, Integration and User Acceptance Testing.
- Designed and created system security strategy including user types, groups and permissions.

HR Business Analyst  
The Plaster Group, LLC, Seattle, WA  
May 2000 – July 2005

- Facilitated brainstorming sessions to refine requirements.
  - Determined and delivered functional specifications, use cases, test plans, communications and training plans.
  - Proficiently understood existing systems environment and anticipated and resolved potential issues with new solutions and initiatives.
  - Provided implementation support through transition to ongoing operations.
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## Education:

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Bachelors Degree in Human Resources  
University of California, Berkeley, CA

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