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## HR Systems Administrator Resume

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### Job Objective

Looking for work within your organization as a HR Systems Administrator so as to help you advance as a business as well.

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### Highlights of Qualifications:

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- Remarkable experience in project and process management
  - Huge knowledge of successful global HRIS implementation
  - Deep knowledge of using HR systems and SAP
  - Familiarity with recommending changes and managing HR processes
  - Amazing ability to manage in busy HR environment
  - Outstanding ability to coordinate with varied levels of management
  - Superior communication skills
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### Professional Experience:

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HR Systems Administrator  
SIRVA Worldwide, Inc, Overland Park, KS  
November 2007 – Present

- Aided global HRIS implementation.
- Imparted process mapping of all HR activities.
- Managed outlining of communications and coordinated with corporate and regional HR team members.
- Maintained position management and assured systems quality.
- Extended one-on-one and group support to HRIS users.

HR Systems Administrator  
HLP Solutions, Overland Park, KS  
December 2003 – October 2007

- Administered SCRA's payroll contract.
  - Managed all administrative procedures and coordinated with Director of HR.
  - Formulated regular reports and statistics.
  - Established SCRA's computerized HR system.
  - Extended administrative support and assisted colleagues in HR team.
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### Education:

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Bachelor's Degree in Human Resource Management  
Pennsylvania State University, University Park, PA

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