
HRIS Administrator Resume

Job Objective

To form a lasting relationship with a well established organization by using my education and past experiences as a HRIS Administrator.

Highlights of Qualifications:

- Remarkable technical HRIS experience
 - Huge knowledge of data entry, analysis and reporting
 - Deep knowledge of using Lawson HRIS system and managing with multiple-site workforce
 - Solid understanding of MS Office
 - Familiarity with Federal and State employment laws
 - Amazing ability to multi-task
 - Outstanding ability to maintain confidentiality
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Professional Experience:

HRIS Administrator

Liz Claiborne, Inc, Charlottesville, VA

November 2007 – Present

- Maintained PeopleSoft HRMS database.
- Conducted daily audits of PeopleSoft HRMS transactions.
- Imparted support and instruction for PeopleSite users.
- Assured approvals are obtained when needed.
- Aided as key contact with employees and managers.
- Formulated reports and maintained HRMS system control tables.

HRIS Administrator

Gambro Renal Products Inc, Charlottesville, VA

December 2003 – October 2007

- Evaluated and scrutinized system recommendations.
 - Managed integration of HR data between systems.
 - Coordinated with ITS staff.
 - Imparted technical support and reporting.
 - Administered global data and integrity for systems.
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Education:

Bachelor's Degree in Business

East Los Angeles College, Monterey Park, CA

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