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## HRIS Administrator Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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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:

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Bachelor's Degree in Business

East Los Angeles College, Monterey Park, CA

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