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## HRIS Specialist Resume

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### Job Objective

Seeking work as a HRIS Specialist so I can use my skills and past experiences to better the company. Bringing specialized knowledge to the table to also improve your company with my skills.

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### Highlights of Qualifications:

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- Remarkable experience in Human Resources environment
  - Huge knowledge of automated information databases
  - Deep knowledge of HRIS
  - Good understanding of compensation recruitment, employee relations, Affirmative Action and training
  - Familiarity with SAP- HR R/3 version 4.6
  - Amazing ability to grasp new processes
  - Outstanding ability to resolve problems
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### Professional Experience:

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HRIS Specialist  
Aerotek, Hinsdale, IL  
May 2006 – Present

- Administered Human Resources Information System.
- Managed ongoing maintenance and up gradation of SAP HR.
- Aided automation of HR information.
- Handled web development efforts.
- Supervised ongoing maintenance and design of HR Intranet.

HRIS Specialist  
VF Corporation, Hinsdale, IL  
March 2003 – April 2006

- Updated data in to PeopleSoft HRIS system.
  - Maintained employee-level and module data.
  - Updated information in HRIS system.
  - Coordinated with Business Analysts.
  - Collaborated with HR Operations.
  - Handled Data Integrity issues.
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### Education:

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Bachelor's Degree in Human Resources Management  
Great Basin College, Elko, NV

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