
HRIS Specialist Resume

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.

Highlights of Qualifications:

- 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:

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:

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

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