
PEOPLESOFT HR FUNCTIONAL ANALYST RESUME

Connie Chipman
3767 Ashford Drive
McLean, VA 22101
(333) 834-4078
Email : [email]

Career Goal:

A highly talented and resourceful professional seeking the position of a PeopleSoft HR Functional Analyst to contribute my technical knowledge and skills in PeopleSoft security administration, SQL, SQR and PS Query.

Technical Skills:

Vast knowledge of PeopleSoft modules:

- Core HR, Time and Labor
- Base Benefits
- Payroll

Solid understanding of other modules including:

- Pension Administration
- Recruitment
- Absence Management

Proficient in utilizing ERP tools:

- Application Designer
- File Layout
- Data Mover

Adept with other software tools:

- PS Query
- Component Interface
- Integration Broker

Familiarity with data warehouse tools:

- Ascential Data stage
- Business objects
- Crystal reports

Operating system expertise:

- Windows
- Mainframe
- Unix

Strong capabilities to:

- Implement entire software development life cycle procedures
- Manage PeopleSoft security administration

Relevant Experience:

Peoplesoft HR Functional Analyst
Capgemini
January 2012 – Present
McLean, VA

- Fabricated detailed specifications document and operational designs, and performed testing, system analysis and business analysis.
- Assessed, evaluated and proposed enhanced system strategies to ensure business and customer requirements were met.
- Assisted in formulating system test procedures, conducting system testing, and designing and implementation of programmed test scripts.
- Managed complex and analytic projects and performed specialized analysis in creation of HR systems.
- Conducted configuration and managed applications that support HR operations.
- Organized training sessions to maximize HRIS practice within team and business enterprise.
- Provided support to identify project scope, schedule and budget estimates, quality assurance and risk minimization planning.

- Collaborated with clients to facilitate and record functional analysis and formulate comprehensive business plan.

Peoplesoft HR Functional Analyst
Questa Technology Inc
November 2010 – January 2012
New York, NY

- Provided technical assistance to users on troubleshooting and resolution of issues related to HR and Payroll systems.
- Managed diverse projects and refocusing strategies, and generated ad hoc and standardized reports to ensure reporting and instructional requirements are met.
- Provided technical leadership to HR/Payroll team on troubleshooting and fixing configuration issues for PeopleSoft HR tables, Benefits tables, Payroll Tax tables, Plan, Employee Transaction tables.
- Reviewed, diagnosed and designed process development for Organizational Administration, Staff Development and Time Management.
- Maintained BPP development in compliance with federal laws.
- Collaborated with business owners to identify business process and functional requirements.
- Handled all HR Systems including Docs Open, Kenexa Recruitment and Docs Open.
- Participated in configuring and reviewing upgraded functionality, and updating and managing user security, information integrity and data records.

Educational Background:

Bachelor's Degree in Information Systems
Eastern Idaho Technical College
August 2006 – May 2010
Idaho Falls, ID

Professional Certification:

PeopleSoft Human Resources 9 Consultant Certified Expert July 2010

[Build your Resume Now](#)