

Aisha Patel

aisha.patel@example.com • (555) 123-4567 • Austin, TX • linkedin.com/in/aisha-patel

SUMMARY

Detail-oriented HRIS Analyst with over 5 years of experience in optimizing HR systems and processes. Proven track record of improving data integrity and enhancing user experience through innovative solutions and strategic analysis.

EXPERIENCE

HRIS Analyst

Jan 2022 - Present

Tech Solutions Inc., Austin, TX

- Improved payroll processing time by 30% through automation, resulting in a cost savings of \$50,000 annually.
- Implemented a new employee self-service portal leading to a 40% reduction in HR inquiries.
- Conducted data audits, increasing data accuracy to 98%, enhancing reporting capabilities.

HRIS Coordinator

Jun 2018 - Dec 2021

Global Enterprises LLC, Houston, TX

- Managed the transition to a new HRIS platform, ensuring 100% data migration accuracy and user satisfaction.
- Trained over 200 employees on new HRIS functionalities, boosting user engagement by 25%.
- Developed reporting tools that saved 15 hours a month in manual data entry.

HR Assistant

May 2016 - May 2018

Local Community Health Center, Austin, TX

- Assisted in the implementation of HR software which streamlined recruitment processes, reducing time-to-hire by 20%.
- Maintained employee records with a focus on compliance, achieving a 100% audit pass rate.
- Provided support in generating reports for management, enhancing decision-making processes.

EDUCATION

Bachelor of Science in Human Resource Management

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Data Analysis, HRIS Management, SQL, Data Visualization

Tools & Frameworks: Workday, SAP SuccessFactors, Excel, Tableau