Willette Tedlock

HRIS Specialist

Results-driven HRIS Specialist with 2 years of experience in managing and optimizing human resources information systems. Proficient in data analysis, system configuration, and process improvement, with a strong focus on enhancing user experience and maximizing system efficiency. Adept at collaborating with cross-functional teams to achieve organizational goals while ensuring compliance with industry regulations and best practices.

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123 Maple Street, Salt Lake City, UT 84101

Education

Bachelor of Science in Human Resource Management at University of Utah, Salt Lake City, UT

Sep 2017 - May 2021

Relevant Coursework: Organizational Behavior, Human Resource Strategy, Labor Relations, Employment Law, Compensation and Benefits, Training and Development, Performance Management, Workforce Planning, and Diversity and Inclusion.

Links

linkedin.com/in/willettetedlock

Skills

Workday proficiency

SAP SuccessFactors

Oracle HCM Cloud

PeopleSoft expertise

ADP Workforce Now

UltiPro mastery

BambooHR knowledge

Employment History

HRIS Specialist at Workday, UT

Apr 2023 - Present

- Successfully implemented Workday HCM for a 5,000-employee organization, resulting in a 30% reduction in manual HR processes and an increase in data accuracy by 25%.
- Streamlined the onboarding process for over 1,000 new hires annually, reducing time-to-productivity by 20% and improving employee satisfaction by 15%.
- Led the integration of three acquired companies into the organization's HRIS system within six months, effectively managing data migration for over 2,500 employees and ensuring a seamless transition for all parties involved.

HRIS Analyst at BambooHR, UT

Sep 2021 - Feb 2023

- Successfully implemented a new HRIS system for BambooHR, leading to a 35% increase in efficiency and data accuracy across all HR functions.
- Streamlined the onboarding process for new hires, reducing the average time spent on paperwork by 50% and increasing employee satisfaction by 20%.
- Developed and delivered comprehensive HRIS training programs for over 200 employees, resulting in a 90% user adoption rate and a 25% decrease in support requests.
- Conducted a thorough audit of BambooHR's HR data, identifying and correcting over 500 discrepancies, leading to a 15% improvement in overall data integrity and compliance.

Certificates

Professional in Human Resources Information Management (PHRi)

Jul 2021

International Association for Human Resource Information Management (IHRIM) Certified Professional

Apr 2020

Memberships