

Lettie Aramburo

Human Resources Analyst

Profile

Dedicated Human Resources Analyst with 2 years of experience in data-driven HR decision-making, strategic planning, and change management. Proficient in identifying trends and creating actionable insights to improve employee engagement, retention, and development. Adept at collaborating with cross-functional teams and leveraging strong analytical skills to optimize organizational growth and effectiveness. Demonstrated ability to streamline processes and enhance operational efficiency.

Employment History

Human Resources Analyst at Humana Inc., KY

May 2023 - Present

- Developed and implemented a new hiring strategy that increased employee retention rate by 25% within the first year, reducing turnover costs and improving overall productivity at Humana Inc., KY.
- Streamlined the onboarding process through the introduction of an online platform, resulting in a 30% reduction in time spent on administrative tasks and a 15% improvement in new hire satisfaction during their first 90 days at the company.
- Conducted a comprehensive analysis of employee compensation across all departments, leading to the adjustment of pay scales that closed wage gaps by 20% and increased overall employee satisfaction by 10% within the first six months.

Associate Human Resources Analyst at Lockheed Martin, KY

Jul 2021 - Mar 2023

- Successfully streamlined the recruitment process, resulting in a 20% reduction in time-to-hire and a 15% increase in the quality of candidates for Lockheed Martin, KY.
- Implemented a new employee onboarding program that increased employee satisfaction by 25% and reduced turnover rate by 10% within the first year.
- Conducted a comprehensive review of the company's compensation and benefits structure, leading to the implementation of a more competitive package that enhanced talent attraction and retention by 30%.

Certificates

Professional in Human Resources (PHR)

Nov 2021

Society for Human Resource Management Certified Professional (SHRM-CP)

May 2020

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📍 1234 Bluegrass Lane, Louisville, KY 40299

Education

Bachelor of Arts in Human Resource Management at University of Louisville, KY

Aug 2016 - May 2021

Relevant Coursework: Organizational Behavior, Recruitment and Selection, Training and Development, Employee Relations, Compensation and Benefits, Labor Law, Performance Management, and HR Analytics.

Links

[linkedin.com/in/lettiearamburo](https://www.linkedin.com/in/lettiearamburo)

Skills

Data analysis

Workday proficiency

Conflict resolution

Talent acquisition

Performance management

Employee engagement

SuccessFactors expertise

Languages

English

Japanese