



Free Resume Candidate Reference 090421-4

Resume Title: GA-St. Mountain - HRIS Generalist / Compensation

OBJECTIVE Obtain a position that will allow me to demonstrate and enhance my knowledge and skill sets, while forming strong business relationships, with a willingness to relocate if needed.

WORK EXPERIENCE

Deloitte Consulting

New York, NY

Business Analyst

9/06 to 12/08

Worked closely with all levels of management to consult on basis of efficiency, metrics & measurements and human resources systems implementations for high profile clients, such as McGraw-Hill, Mayo Clinic, American Express, Johnson & Johnson and Deloitte Consulting, across various industries.

Johnson & Johnson (Healthcare) – New Brunswick, New Jersey

- Performed as a global change management team member in the client's AsiaPac, EMEA & Americas markets.
- Co-managed business resource narrative & functional design documents to assist in ensuring the proper SAP implementation of various countries on a global scale in the Compensation/Benefits area
- Served as a knowledge expert in providing guidance on the understanding and communication of document strategy and logic

American Express (Financial Services) – Madrid, Spain

- International assignment – served as an EMEA global change management team member to implement ADP Globalview's progressive technology in conjunction with SAP technology
- Managed the successful adoption of new business processes by creating, maintaining and presenting associated documentation to the client to streamline and ensure efficiency

Mayo Clinic (Healthcare) – **Rochester, Minnesota**

- Served as a strategic change management team member in a HR/Payroll Lawson implementation.
- Assessed risk and its impact relating to people, resources and time – i.e. audit report and payroll and resource matrix
- Served as the contact person for Project Management assistance & various strategic planning committees
- Documented key processes and related roles and responsibilities
- Created, presented and led several key change management presentations to the client.
- Developed scripts for Compensation, Payroll, Benefits, Personnel Administration and Global Integration – Finance & Payroll

McGraw-Hill (Technology, Media & Telecommunications) – **Princeton, New Jersey**

- Created Employee Self-Service and Manager Self-Service functional documentation specifications

Deloitte Consulting (Consulting practice) – **New York, New York**

- Successfully developed and implemented ideas , while co-managing high profile programs such as Diversity & Inclusion and National Industry practice

Federated Department Stores (Macy's Corporate)

Atlanta, GA

9/06 *Senior Compensation Analyst*

5/06 to

- Analyzed, cost, designed & implemented all compensation plans, i.e. pay analysis
- Managed and cost midyear and annual appraisal process for Executives & Hourly Associates
- Oversaw rate exception approval process, payroll & non-payroll budget tracking and planning assisted by Compensation Coordinator
- Developed and designed ad-hoc and recurring human resources reports
- Composed & wrote new job descriptions; Job Grading/Evaluation on all executive jobs
- Conducted complex compensation projects – i.e. job studies & market analyses, preparation of pay structure proposals

- Researched federal & state laws, recommended new & revised policies & procedures.

Saia, Inc. (SCS Transportation, Inc. – Corporate)

Duluth, GA

Human Resources Assistant (emphasis on Compensation)

2/04 to 5/06

- Assisted in the responsibility of company reports according to governmental regulations – i.e. EEO1 and writing job descriptions
- Assisted, created and led annual appraisal process for exempt & non-exempt employees, and in evaluating, designing and administering compensation programs – i.e. costing & implementation of assorted proposals to improve profitability for all pay plans under the supervision of the Compensation Manager
- Co- managed of temporary employees
- Worked on special projects on an as needed basis – i.e. Employee Relations & Recruiting to mid-level and senior-level management

Emory Healthcare

Atlanta, GA

Senior Human Resources Assistant (HR Generalist duties)

10/00 to 1/04

- Managed & collected data, analyzed and interpreted data and prepared summary report for Benefits, Compensation, Payroll, Recruiting and Employee Training Records utilizing ADP and PeopleSoft
- Managed temporary employees & interns
- Compiled reports relating to Benefits, Compensation, Payroll, Recruiting and Employee Training Records utilizing PeopleSoft and ADP (HR Perspective & PC Payroll)
- Collected and reported market data (i.e. compensation data) on behalf of company
- Communicated / educated benefit changes and provisions to employees
- Coordinated in company based employee incentives (rewards), performance & pay programs to be linked to company strategy
- Served as liaison/coordinator for Department of Labor requests

- Attended on-site and off-site recruiting sessions, conducted on-site behavioral interviews
- Responsible for writing, updating, receiving, processing and tracking job postings
- Coordinate with Institutional Advancement regarding production of company newsletter

EDUCATION

Mercer University
MBA, Human Resources & Finance

Atlanta, GA
May 2006

Emory University
Bachelor of Arts, Anthropology

Atlanta, GA
May 2000

SKILLS / CERTIFICATIONS

Computer Skills: Microsoft Windows - Excel, Access, Word, Outlook, Visio, PowerPoint, Lawson, Lawson HR Report Writer, Mercury Test Director, SAP, SAP GUI, PeopleSoft & Query (v 8.0), ADP Globalview, ADP HR Perspective & PC Payroll, Infinium, DDI Time & Attendance, Report Smith, Personics, Lotus Notes, ESI, Peopleware Pro, GroupWise, Afttech, Basic C Programming/UNIX and MS-DOS, Crystal Reports, ESI, Federated Department Store Systems – FEM & FedBTR (budget tracking), Business Objects, SAS, SPSS and Ad-hoc reporting and query writing

Certifications: Certified in Targeted Selection / Behavioral Interviewing (Development Dimensions International),

Linguistic Skills: Speak Gujarati fluently. Basic linguistic skills in Hindi, French & Spanish

OTHER

- Traveled to England, France, India, Spain, Switzerland, Bahamas & Jamaica
- Other interests include traveling, reading, badminton & hiking
- Member of SHRM (Society of HR Management), Member of NetIP (Network of Indian Professionals), Ellis Island Immigration Museum Volunteer, Letters from Home (volunteer) and volunteered for Hosea Williams Feed the Hungry Campaign

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