XXXX Name

XXXXXXXXXXX Ph No

**WORK EXPERIENCE**

SENIOR WORKDAY ANALYST

07/2018 - PRESENT

*Detroit, MI*

* Configure Workday to support core HCM, benefits, and payroll fixes and enhancements
* Create and maintain custom reports
* Maintain Workday training materials and quick reference guides
* Conduct training sessions for HR Partners and key campus roles
* Manage Workday communications to campus community
* Lead design sessions for enhancements and changes to Workday functionality
* Collaborate with functional teams to ensure policy aligns with practice

WORKDAY ANALYST

*Boston, MA*

* Write and maintain custom reports (standard, custom and dashboards); assist in data analysis to support internal customers
* Maintain user security profiles in accordance with established security policies and protocols
* Recommend system improvements and enhancements
* Ensure the completeness and accuracy of HR data
* Deliver training to managers and employees; deliver Workday training to new hires as part of the onboarding process
* Responsible for project management and serve as a consultant on requests for enhancements and new configurations
* Configuration of eligibility rules, calculated fields, company, locations, worker types, reason codes, custom organizations and business processes

JUNIOR WORKDAY ANALYST

*Houston, TX*

* Drive continuous improvement of Workday HCM
* Serve as a resource for Tier 3 end user support
* Participate in testing for semi-annual Workday updates
* Support the design, testing, and maintenance the Workday HCM system globally
* Serve as subject matter expert for HCM, Benefits, Talent, Performance and Security
* Perform system enhancements, system maintenance, system testing, system upgrades
* Build and maintain system configurations and integrations with third-party systems
* Provide hands-on troubleshooting support to employees in completing transactions
* Create and maintain Workday user guides and end-user documentation

**EDUCATION**

DAKOTA STATE UNIVERSITY - UNIVERSITY CENTER

*Bachelor's Degree in Computer Science*

**PROFESSIONAL SKILLS**

* Excellent time management skills with ability to multi-task and prioritize
* Proven strong logic, analytical and technological skills
* Highly analytical with strong functional skills in areas in Workday HCM, Compensation, Recruiting, Talent, Absence, Security and Reporting
* Demonstrated decision making, analytical and problem solving skills
* Strong analytical and problem-solving skills with a high concentration on attention to detail
* Strong analytical, problem solving and interpersonal skills and the ability to work both independently and as part of a team
* Excellent query and reporting analytical skills