MICHAEL
ANDERSON

HR Operational Analyst

- San Francisco, CA
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Proactive Operational Analyst with a specialization in human resources operations and workforce management. Extensive experience in analyzing HR processes to enhance employee engagement and optimize workforce efficiency. Proven ability to implement strategic initiatives that align HR operations with organizational goals while fostering a positive workplace culture. Skilled in utilizing HR analytics tools to derive insights from employee data and inform strategic HR decisions.

WORK EXPERIENCE

HR Operational Analyst | PeopleFirst HR Solutions   Jan 2022 – Present

- Conducted analysis of HR processes to identify areas for improvement.
- Developed metrics to evaluate employee engagement and retention rates.
- Collaborated with HR teams to streamline recruitment and onboarding processes.
- Utilized HR analytics tools to support data-driven decision-making.
- Facilitated workshops on employee engagement strategies for management.
- Presented findings to senior leaders to inform HR strategy development.

HR Analyst Intern | Talent Development Inc.   Jul 2019 – Dec 2021

- Supported HR data analysis initiatives to improve workforce management.
- Assisted in the development of employee satisfaction surveys.
- Collaborated with HR teams to gather data for strategic planning.
- Utilized HR software to enhance operational efficiency in HR processes.
- Monitored HR metrics and prepared reports for management review.
- Participated in employee engagement initiatives to foster a positive workplace.

SKILLS

HR Operations   Workforce Management   Employee Engagement   HR Analytics   Process Improvement

Team Collaboration

EDUCATION

Bachelor of Science in Human Resources Management   2020
University of Wisconsin

ACHIEVEMENTS

- Improved employee retention rates by 15% through strategic HR initiatives.
- Recognized for excellence in HR analysis during internship program.
- Successfully enhanced onboarding processes, reducing time-to-hire by 20%.

LANGUAGES

English   Spanish   French