

Curriculum Vitae

PERSONAL

Name Jody Flores
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RESUME OBJECTIVE

Skilled and highly experienced business consultant with 10+ years specializing in HR. I have consulted in various industry sectors to streamline and improve HR processes. Achievements: managed the upgrade of a retail payroll for 10K+ employees and realized monthly cost savings of \$12.5 per employee. Streamlined HR processes in the IT sector reducing time-to-hire by 42% and time-to-fill by 21 days.

WORK EXPERIENCE

- Mar 2020 - Present Business Consultant - Payroll
Target, Austen
- Analyzed national legacy payroll system
 - Interviewed stakeholders to assess requirements
 - Put together scope of work for new system upgrade
 - Composed new specifications and distributed RFQs
 - Evaluated quotations from software providers
 - Compiled reports and presentations for management review
 - Liaised with successful provider to implement new system
 - Trained internal payroll staff on new software
 - Wrote communications for all staff on new payroll system implementation
 - Managed three month parallel payrolls before the switch
 - Assessed new system versus legacy and compiled actual cost analysis
- Jul 2018 - Feb 2020 Business Consultant - HR
Infosys, Austen
- Assessed existing HR systems
 - Interviewed stakeholders to identify problems
 - Complied optimization recommendations
 - Composed new system specifications
 - Evaluated quotations for ATS implementation
 - Trained recruiters and HR staff on ATS use
 - Rated job boards and social media advertising
 - Collaborated with marketing to streamline channels
 - Created job description templates

EDUCATION AND QUALIFICATIONS

Aug 2008 - Dec 2012 Bachelor of Science in Human Resources
University of Texas, Austen

COURSES

Sep 2018 - Oct 2018 Financial Management Certificate
University of Texas

Aug 2017 - Feb 2018 Project Management Certificate
University of Texas

SKILLS

Project Management **Expert**

Process Improvement **Expert**

HRIS **Expert**

HRMS **Expert**

HCM **Expert**

ATS **Expert**

Payroll Systems **Expert**

Excel **Expert**

REFERENCES

Target Craig Pulaski
(512) 100-0000
cpulaski@sample.com

Infosys Jamil Khan
(512) 200-0000