Curriculum vitae

PERSONAL DETAILS

Name	**Jody Flores**
Address	**2396 Creek Road, Texas 78631**
Phone number	**(681) 204 7100**
Email	**example@cvmaker.com**

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,, Austin

- 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

EDUCATION AND QUALIFICATIONS

Jan 2017 - Sept 2020

Bachelor of Science in Human Resources

University of Texas, Austen

SKILLS

Project Management, Process Improvement, HRIS, HRMS, HCM, ATS, Payroll Systems, Excel

REFERENCES

Target

Craig Pulaski

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