



MASON WILSON

HRIS Analyst

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PROFESSIONAL SUMMARY

Detail-oriented HRIS Analyst with 5 years of experience in managing HRIS systems, ensuring data integrity, and providing analytical support to enhance HR operations and decision-making.

WORK EXPERIENCE

HRIS Analyst I

Pineapple Enterprises

📅 Dec / 2021-Ongoing

📍 Santa Monica, CA

1. Evaluated and maintained HRIS, ensuring data accuracy and system functionality.
2. Collaborated with HR teams to enhance user experience and streamline processes.
3. Performed data entry and audits to maintain HRIS integrity across the organization.
4. Recommended and implemented process improvements for HRIS efficiency.
5. Provided training and support for system upgrades to end users.
6. Utilized advanced database tools to analyze HR data and generate reports.
7. Managed compliance-related data for employee medical records and testing.

Human Resources Administrator & Payroll Specialist

Cactus Creek Solutions

📅 Dec / 2019 - Dec / 2021

📍 Phoenix, AZ

1. Supported HR functions with integrity, ensuring confidentiality and compliance.
2. Maintained high standards of accuracy and productivity in HR operations.
3. Coordinated vendor communications and negotiated competitive pricing.
4. Assisted in organizing HR events and team-building activities.
5. Communicated professionally with managers, employees, and external partners.

EDUCATION

Bachelor of Science in Human Resources

University of California

📅 Dec / 2017 - Dec / 2019

📍 Seattle, WA

Focused on HRIS management, data analysis, and organizational behavior.

SKILLS

HRIS Management



Data Analysis



System Implementation



User Training



Data Integrity



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

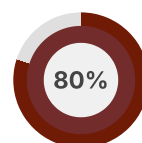
🔍 Criticality

☰ Detail-oriented

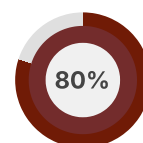
🗨️ Diplomacy

😊 Enthusiasm

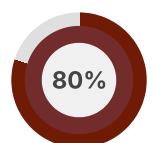
LANGUAGES



English



Portuguese



Swahili

ACHIEVEMENTS

★ Streamlined HRIS processes, reducing data entry errors by 30%.

★ Implemented a new reporting system that improved data accessibility for HR teams.