Robert Smith

Resource Analyst

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SUMMARY

Human Resource Analyst with 18 years of experience seeking to continue acquiring valuable experience and to channel my skills to help reach production and profitability goals. To work and perform in a competitive, disciplined and goal-oriented environment. Expert in evaluating and analyzing workforce strategies determining staffing requirements and adjustments.

SKILLS

Benefits Administration, Recruitment, Onboarding, Training/Development, Performance Management, Project Management, Classification And Pay, Research, HRIS

WORK EXPERIENCE

Resource Analyst

Puerto Rico Highway Authority - 2005 – Present

- Conducting position studies with the intention of maintaining updated plans of classification and compensation.
- Handling applications/requests for pensions, non-listed services, account statements.
- Conducting studies of unpaid leave, sickness, advances of licenses of job accidents.
- Providing guidance to employees on fringe benefits and services offered to employees.
- Analyzing the cases by applying the regulations governing the administration of personnel in the public service and making recommendations on the actions.
- Performing a compensation analysis to determine salaries to be assigned to appointments, promotions, transfers or demotions in accordance with the regulations in force.
- Performing administrative official duties that include reviewing, monitoring and processing official documents related to the various activities performed in the work unit.

Human Resource Analyst I

Puerto Rico Highway Authority - 2001 – 2005

- Prepared and organized training programs for employees.
- Monitored and evaluated the workflow of projects and activities.
- Answered public inquiries concerning job openings, employment verification, and general information.
- Conducted and coordinated the recruitment/selection process including screening applications, scheduling testing, and organizing exams, defining selection criteria and interviews.
- Notified applicants of selection outcomes, conducted employment reference checks and address concerns applicants may have about the selection.
- Provided guidance to employees about the roles related to the management of human.
- Verified that wages assigned to employees conform to the existing compensation.

EDUCATION

Bachelors in Business Administration - 1995(Pontifical Catholic University Of Puerto Rico - Ponce, PR)

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