

NATSUKI SATO

HR Analyst

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☎ (123) 456-7890

📍 Salt Lake City, UT

in [LinkedIn](#)

WORK EXPERIENCE

HR Analyst

Intermountain Healthcare

📅 2021 - current 📍 Salt Lake City, UT

- Used Reviewsnap for 418 employees, significantly lowering the time needed to complete performance reviews by 11 hours.
- Conducted annual compensation analysis on Qlik Sense, ensuring employees were offered competitive salaries throughout their tenure, reducing *pay disparities by 21%*.
- Participated in strategic planning meetings, using data insights to create HR strategies that aligned with all company goals.
- Revamped the old hiring processes using JazzHR, decreasing the average onboarding time for new hires by 2 days.

HR Generalist

Adobe

📅 2018 - 2021 📍 Lehi, UT

- Resolved 41 employee conflicts, leading to a healthier work environment and decreasing *employee grievance reports by 23%*.
- Leveraged Visier to gain talent acquisition data, helping the recruitment team hire better-quality candidates.
- Automated 2 HR processes with Google Workspace tools, saving 89 hours of quarterly manual work.
- Launched a company-wide learning program using TalentLMS, allowing 74 employees to upskill in a span of 2 years.

HR Specialist

Qualtrics

📅 2015 - 2018 📍 Provo, UT

- Integrated SAP SuccessFactors for performance management, increasing employee engagement scores by 21% in 6 months.
- Designed surveys on SurveyMonkey to gather feedback on employee benefits, boosting satisfaction scores by 13%.
- Assisted in the implementation of Peakon for employee surveys, resulting in a *9.1% uptick in employee retention*.
- Worked with cross-functional teams to develop HR analytics reports, helping higher-ups make data-driven decisions for acquiring global talent.

EDUCATION

Bachelor of Science

Organizational Behavior and Human Resources

Brigham Young University

📅 2011 - 2015

📍 Provo, UT

SKILLS

- SAP SuccessFactors
- Qlik Sense
- JazzHR
- Reviewsnap
- TalentLMS
- SurveyMonkey
- Kronos
- Google Workspace
- Peakon
- Visier