

# OLIVIA DAVIS

*HRIS Analyst*

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☎ (123) 456-7890

📍 Golden Valley, MN

🌐 [LinkedIn](#)

## EDUCATION

Bachelor of Science

Management Information  
Systems

**University of Minnesota**

📅 2012 - 2016

📍 Minneapolis, MN

## SKILLS

- Oracle HCM Cloud
- Tableau
- UltiPro
- iCIMS
- TSheets
- MyADP
- Moodle
- Gusto
- 15Five
- Dell Boomi

## WORK EXPERIENCE

### HRIS Analyst

#### General Mills

📅 2022 - current

📍 Golden Valley, MN

- Created Tableau dashboards to visualize quarterly employee turnover trends, resulting in an **11.4% reduction in employee turnover** within the first year.
- Managed iCIMS applicant tracking system, cutting down recruitment time by 3 hours and improving the hiring process.
- Oversaw the TSheets scheduling system, organizing employee work hours to align with peak production demands, reducing monthly overtime costs by 17%.
- Implemented Dell Boomi's automated data synchronization, curtailing data discrepancies across all HRIS software by 9%.

### HRIS Specialist

#### UnitedHealth Group

📅 2019 - 2022

📍 Minnetonka, MN

- Reduced data entry instances by 22% by implementing Oracle HCM Cloud.
- Developed 3 Moodle training programs for employees, achieving a 97% completion rate and upskilling all employees.
- Assisted in the execution of 8 HR analytics projects, each providing data-driven insights that improved workforce planning.
- Worked with the IT team to build a user-friendly self-service portal in MyADP that **lowered monthly HR inquiries by 19%**.

### HRIS Coordinator

#### Target Corporation

📅 2017 - 2019

📍 Minneapolis, MN

- Automated employee benefit controls on Gusto, saving the HR team 21 hours per month.
- Used 15Five for tracking the effectiveness and performance of all workers, leading to a **4.7% increase in employee satisfaction scores**.
- Kept the Target store compliant with current data security standards in managing sensitive employee information across all HRIS platforms.
- Gathered and incorporated feedback given on previous training programs, leading to a 27% improvement in training content.