**EDUCATION**

Broward College, Davie, FL

Bachelor of Science, Supervision and Management – May 2017

President Leadership Academy 2021 at Broward College

# Certification

Certified HR Management Administrator

Six Sigma Yellow Belt

# Certificates

Management Development/Supervisory Training Certificate

Business Specialist Certificate

Data Analytics for Business Professionals

Learning Data Analytics

Business Analysis Foundations: Business Process Modeling

Human Resources: Compensation and Benefits

Accounting Fundamentals & Advance Accounting Certificates

Bookkeeping Certification: completed theory, working on practical (hours to receive certification)

**Computer and System Skills**

Microsoft Office, SharePoint, QuickBooks, Workday HCM, Prolog, SAP, CID

# PROFESSIONAL EXPERIENCE

**Analyst**

**Talent and Culture – Talent Operations/Compensation**

Broward College, Fort Lauderdale, FL March 2020 - present

* Provides high level administrative support; creates, maintains, and organizes complex record-keeping logs of all department analysis and recommendations.
* Resolves issues and conducts compensation research in coordination with budget, payroll, records management, talent management and recruitment.
* Assists employees with compensation, classification, and position description requests inclusive of technical assistance within the Workday system.
* Serves as one of the designated testers for Workday releases by executing functional and regression testing, recommends enhancements, and exercises judgement within defined procedures and practices. Utilizes HP Quality Center to communicate testing status with Quality Assurance department.
* Writes and updates test scenarios based on Workday enhancements. Monitors new Workday functionality and how it affects current processes.

# Human Resources Analyst - Records Management

Broward College, Fort Lauderdale, FL October 2012 – March 2020

* Assisted the departments by facilitating the hiring and onboarding processes
* Processed background check and verification of employment requests
* Compiled and analyzed personnel data for reports and special projects
* Conducted periodic audit of personnel data to ensure compliance with policies and procedures
* Managed, reviewed, and approved personnel actions in Workday
* Performed Workday system testing, prepared detail gap analysis of changes in the system and made recommendation for solutions; wrote and updated test scenarios based on Workday enhancements
* Provided training to new and current employees in Human Resources and other departments within Broward College
* Maintained personnel files in compliance with applicable legal requirements
* Completed verification of employment request on behalf of employees of Broward College from mortgage companies/institutions
* Assisted in bringing the AmeriCorps Peer Leaders and Mentors onboard. A special project by the Office of Student Achievement Initiatives, AmeriCorps required them to adopt a process that was completely new to the college. I volunteered to work on the project and had to learn the process quickly, while implementing additional steps to streamline the process. The project was completed in record time; there were 49 new employees onboarded.
* Prepared the Board Agenda for the Board of Trustees meeting by compiling data from Workday for the employment of part-time personnel and resignation and termination of part-time personnel.

Data is exported from Workday to Excel, cleaned and formatted into a spreadsheet report, and submitted for approval.

* Added degree and field of study to Workday to accommodate the Maintain Education task. This is done by adding the information to the Workday database where it would be readily accessible for use when completing the Manage Education task.
* Added the certification issuer and the name of the certification to the Workday database so the information would be readily available when creating the Maintain Certification task in Workday.

# Admissions Specialist

Broward College, Coconut Creek, FL November 2011 – October 2012

* Provided general program advising to incoming students and admissions counseling to prospective students
* Reviewed admissions applications in accordance with established guidelines
* Reviewed transcripts with respect to current eligibility of applicants and referred prospective students to placement testing or advising
* Provided office support including expediting and coordinating incoming and outgoing documentation related to admissions policy and procedures

# Clerk Specialist IV - HRIS

School Board of Broward County, Sunrise, FL May 2006 – June 2011

* Processed new hires and terminations in accordance with established guidelines
* Performed data entry and compiled data to create MS Excel reports
* Approved payments and assisted employees with payroll information
* Validated instructor’s official transcripts and education credential evaluations

# Clerk Specialist III - Facilities and Construction Management

School Board of Broward County, Sunrise, FL July 2005 - May 2006

* Compiled documents from contractors for pre-qualification application processing
* Examined contractor’s packages for bid opening while ensuring established specifications are met
* Constructed reports for senior management and regular school board meetings

# Accounts Clerk

David Wood Personnel, Plantation, FL January 2005 – March 2005

* Assisted with analyzing data prior to posting to the accounting system and preparing invoices
* Researched and solved billing discrepancies
* Processed payments including cash, checks, wires, credit cards, and prepared bank deposits

# Audit Clerk

Global Bank of Commerce, Ltd., Antigua January 2001 – December 2002

* Audited daily bank transactions ensuring compliance to policies and procedures
* Verified calculations posted to accounts
* Researched and corrected discrepancies
* Interbank account reconciliation
* Conducted internal audits on bank tellers and company assets

# Customer Service Representative/ Reconciliation Clerk

Swiss American Nat’l Bank, Antigua January 1990 – December 2000

* Provided service to include cash handling, account reconciliation, address change, stop payments electronic transfers, and prepared customers’ statements
* Solicited new accounts and cross-sold products and services
* Analyzed internal and interbank accounts and completed bank reconciliation
* Assisted with the preparation of financial reports

# Volunteer Opportunity

Tutoring position at the School Board of Broward County through Tutor Mate – on-going

A clerk at the New Mount Olive Baptist Church – on-going