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| Adam Analyst, SHRM-CP  Boston, MA  [adam.analyst@mail.com](mailto:adam.analyst@mail.com)  [www.linkedin.com/in/adam-analyst](http://www.linkedin.com/in/adam-analyst)  Skills   * **Providing** meaningful business insights through astute data selection, analysis, and reporting * **Building** robust, compliant, easy-to-use systems and processes * **Identifying** opportunities for continuous improvement * **Collaborating** with HR, business, and project teams * —iCIMS and Pinpoint ATS —SuccessFactors HCM Solution —MS Office (expert-level Excel)   Education  **BS, Mathematics and  Business Administration,** 2016  NORTHEASTERN UNIVERSITY,  Boston, MA   * Full academic scholarship * Captain, intramural softball * #1 fundraiser, NU’s PanMass Challenge Team   Certification  **SHRM-Certified Professional (SHRM-CP),** 2020 | Human Resources Analyst  **Methodical and Meticulous u Business Focused u Team Oriented**  Experience  BIOMATICS, Cambridge, MA  **HR Analyst,** 2019–Present  Recruited to fill first formal HR Analyst position with newly public company.   * **Analyzed** diverse sources of information—operations data, employee surveys and exit interviews, government labor statistics, competitor practices—and created dashboards to share data and insights with HR and business leaders. * **Launched** HR self-service kiosks and mobile app that reduced phone/in-person support requests 83% while improving employee satisfaction. * **Researched** applicant tracking systems and recommended upgrade to Pinpoint to improve candidate experience, employment brand, and recruiting efficiency. * **Managed** talent acquisition and internal promotion projects through Pinpoint ATS. Partnered with hiring managers to gather business requirements and created efficient AI-enhanced recruitment practices that reduced time-to-hire 50%. * **Created** robust new system integrating local, state, and federal employment laws from every company location. Ensured compliance by introducing easy-to-use reporting and monitoring tools.   STATE STREET BANK, Boston, MA  **HR Associate,** 2016–2019  Hired immediately on graduation to join HR team challenged to keep pace with company growth through rapid hiring in a highly competitive market. Along with recruiting and staffing responsibilities, supported efforts to ensure robust HRIS, compliance, and reporting systems and processes.   * **Developed** and maintained weekly, monthly, quarterly and yearly reporting dashboards. * **Administered** the iCIMS applicant tracking system. Oversaw new system configurations and workflows, created reporting templates and forms, and continuously monitored activity and performance to drive efficiency, productivity, and usefulness. * **Trained** HR colleagues and internal customers on new iCIMS system processes.   **HR Co-op,** 2013–2014 and 2015–2016  Invited to return for second co-op position supporting HR organization of fast-growing company. Assisted HR Director and Associates in a wide range of Human Resources functions. |