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| Adam Analyst, SHRM-CPBoston, MAadam.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,** 2016NORTHEASTERN 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**ExperienceBIOMATICS, Cambridge, MA**HR Analyst,** 2019–PresentRecruited 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,** 2016–2019Hired 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 2015–2016Invited 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. |