

Jeff Gallacher

7909 Lowtide Circle, Huntington Beach, CA 92648-2301

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GallacherResume@gmail.com

Summary of Skills and Experience

I am a hardworking and dedicated Business Analyst with more than twenty years of professional and leadership experience in areas such as human resources, procurement, banking and retail services. I magnify exceptional organizational, time management and project management skills and am knowledgeable technically as well as in a wide range of other topics. I am skilled at encouraging and motivating staff to meet project deadlines whilst staying within budget. I am tenacious with responsibility and purpose with the ability to multitask and thrive in a dynamic environment. I reflect exceptional problem solving, troubleshooting, written and verbal communication skills. I'm experienced working with standard office applications such as Excel, Word, PowerPoint, Visio, Outlook, etc. I emulate the ability to work well independently and in a team environment.

Other skills also include inter-personnel, negotiation, analysis, troubleshooting, training and leadership. I reflect an up-beat personality and attitude. Because of my integrity and confident interactions with any level of staff, I have always been very well respected in every place of employment.

Technical Skills/Experience

Software: Excel/ Word / Project/ Access/ Outlook/ PowerPoint/ Visio/ WinZip/ Internet Explorer/ GroupWise/ Microsoft SQL Server Reporting Services (SSRS)/ MicroStrategy/ ReloCenter/ Resource/ SharePoint/ TOAD/ Microsoft SQL Server/ Quality Center/ PeopleSoft/ FirstSystem/ EPIC/ CAPRS/ Kronos/ Workday

Professional Experience

TTM Technologies, Santa Ana CA (2017 –)

HRIS Supervisor (August 2017 –)

- Managed the North American HRIS Team, including overseeing the daily workload performed by the team members to ensure closure and compliance to legal and statutory requirements by working with internal and external customers/suppliers.
- Maintain a suite of existing applications and driving process improvement through automation.
- Drive analysis, research and documentation of business requirements, issues and solutions.
- Audits source documents to confirm accuracy, completeness, and compliance of approvals according to company policies and procedure.
- Implement new/improved processes, strategies, technologies and practices for HR.
- Support documenting processes, test procedures and creating/provide training for the HR user community.
- Provide assistance in performing process re-engineering in order to streamline processes and capitalize on best practices.
- Test new HR technology, functionality, interfaces and security parameters.

Talisen Technologies (Boeing Corporation), Huntington Beach CA (2013 – 2016)

Business Analyst (June 2013 – July 2016)

- Responsible for creating and defining the business process(es) within the EPIC tool, develop requirements and complete/drive application testing. Including the creation/implementation and support of brand new components within the tool.
- Data testing and troubleshooting, perform testing and quality checks to ensure business and data quality requirements are maintained prior to releasing updated software versions. This includes creating/updating content management systems (CMS) and ensuring appropriate documentation and test scripts are available for current and future revisions.

- Responsible for project participation to improve components of the system's infrastructure, understanding system implications, and working with an array of business partner stakeholders.
- Create process presentations, process flows, data analysis and technical and process documentation primarily via PowerPoint, Visio, Excel and Word as appropriate.

Intel Corporation, Folsom CA (2000 – 2012)

Senior Business Analyst (November 2000 - November 2012)

- Responsible for creating and defining or re-engineering (as needed) the business process(es) within the Global Relocation department, develop requirements and complete/drive application testing.
- Develop strong relationships with customers to understand business processes and identify value drivers.
- Responsible for the development, implementation and maintenance of human resource's information systems associated with the collection, retrieval, accessibility, and usage of employee information as related to a relocation end to end event via an in-house custom built customer relationship management (CRM) tool.
- Data testing and troubleshooting, perform testing and quality checks to ensure business and data quality requirements (as needed). This includes creating/updating content management systems (CMS) to allow predefined users to make applicable updates without needing additional technical support.
- Evaluate software and hardware needs and as needed design new or modify existing processes and systems (in conjunction with IT) to meet changing demands, and ensures data interface communications internally and externally.
- Lead the Relocation Business Analyst Team for Global Workforce Mobility (GWM) and oversee the daily workload performed by the team members to ensure closure and compliance to global legal and statutory requirements by working with internal and external customers/suppliers.
- Responsible for project participation/leadership (as appropriate) to improve components of the systems infrastructure, understanding and redesigning business process, understanding system implications, and working with an array of business partner stakeholders.
- Interface with external suppliers and the HR Operations teams across HR Enterprise Services, the Business Transformation Services team and IT Developers for Lean Six Sigma concepts and learning on current and future projects (as needed) to implement system code changes and improvements, resulting in driving headcount reduction and cost savings, primarily through automation development.
- Drive unique data needs by creating reports directly from the database via Microsoft SQL Server or Microsoft SSRS, as needed.
- Create process presentations, process flows, data analysis and technical and process documentation primarily via PowerPoint, Visio, Excel and Word as appropriate.
- The ultimate decision maker for over \$100M in annual global supplier direct billed costs, ensuring the payment is compliant with company policy.
- Created and drove implementation of multiple audits, resulting in a cost savings/avoidance of ~\$4M annually in erroneous charges.
- Designed, implemented, tested and trained on the global tools and processes used by Intel to authorize, process and audit direct bill services, resulting in improved process and a cost savings of ~\$100K annually.
- Drove issue resolution and closure with Intel's suppliers providing relocation services, including negotiating invoicing accuracy with suppliers.
- Created training and process (technical and operational) documentation for best-known methods, driving standardization of the billing process globally.
- Recipient of multiple "Operational Excellence Awards" and "Division Recognition Awards" for process and systems support and improvements.

Education

Bachelor of Science: Business Administration

Alameda College and University (May 2003)

Jeff Gallacher

- Huntington Beach, CA, USA

Contact Information

- gallacherresume@gmail.com (Preferred)
- jeffrey.p.gallacher@intel.com
- 8018394641 (Preferred)

Work History

Total Work Experience: 23 years

- **HRIS Supervisor | TTM Technologies**
Aug 01, 2017 - No End Date
- **Business Analyst | Talisen Technologies (Boeing Corporation)**
Jun 01, 2013 - Jul 01, 2016
- **Senior Business Analyst | Intel Corporation**
Nov 01, 2010 - Nov 01, 2012 | Folsom CA United States
- **Personal Banker and Customer Service Representative | Wells Fargo Bank (formerly First Security Bank)**
Jan 01, 2001 - Dec 01, 2003 | Salt Lake City UT United States
- **Financial Sales Representative | First Security Bank**
Sep 01, 1999 - Dec 01, 2000 | Salt Lake City UT United States
- **Teller; I, II and Vault | First Security Bank**
Mar 01, 1997 - Sep 01, 1999

Education

- **Bachelors**, No Dates Provided | Almeda College and University

Skills

- **project management** | 10yrs | 0
- **business analyst** | 10yrs | 0
- **finance** | 10yrs | 0
- **analysis** | 0
- **business analysis** | 0
- **business process improvement** | 0
- **change management** | 0
- **human resources** | 0
- **management** | 0
- **performance management** | 0
- **process improvement** | 0
- **program management** | 0
- **strategic planning** | 0
- **strategy** | 0
- **team management** | 0
- **training** | 0
- **vendor management** | 0
- **information technologies** | 10yrs
- **process improvments** | 10yrs

Work Preferences

- Likely to Switch: Most Likely
- Willing to Relocate: No
- Travel Preference: Up to 25%
- Preferred Location:
 - Huntington Beach, CA, USA
- Work Authorization:
 - US
- Work Documents:
 - US Citizenship
- Desired Hourly Rate: 40+ (USD)
- Desired Salary: 83000+ (USD)
- Security Clearance: No
- Third Party: No
- Employment Type:

- Full-time

Profile Sources

- LinkedIn: <http://www.linkedin.com/in/jeff-gallacher-a016772>
- Dice:
<https://www.dice.com/employer/talent/profile/7c7a119130c9f8a2fc69c4e933b76ec9eff9511b>