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| |  | | --- | | Briella Woods |  |  |  | | --- | --- | | Briellawoods1@gmail.com  919 454-3827  Raleigh, North Carolina |  | |
| Professional with over 2 years of comprehensive experience including HRIS systems, policy development, employee relations, organizational design, conflict resolution. Proven experience collaborating with professionals to conduct human resources strategic planning in order to support corporate goals and initiatives. Strengths include combining conceptual problem solving and analytical skills with practical, hands-on human resources management techniques. |
| **Education**   * Western Governors University - (2020-Present) * Corinth Holders High School - (2017-2020) * Cary High School - (2016-2017)   **Certifications** Adult, Child & Infant CPR/FIRST AID/AED TrainingAdult, Child & Infant CPR/FIRST AID/AED Instructor Training |
| **Experience**  **Business Analyst**  Modis, November 2020 - Present   * Leader on Merger Contingent Labor Taskforce for a merger of equals between two banks onboarding 75+ onshore and offshore resources weekly. * Maintains Vendor Management System and Workday HRIS simultaneously. * Responsible for the provisioning of appropriate network access, software and equipment. * Provide weekly status reporting of onboards and offboards. * Liaison between Vendors and Managers for Global onboarding and support. * Builds and maintains SharePoint alerts and tracking of onboards. * Provides offboarding support of completing terminations/deactivations of system access.   **CPR/First Aid Instructor**  Restart Life LLC, May 2019 - Present   * Conduct hands on training for CPR/First Aid * Assess competencies and provide feedback * Maintain detailed training records * Submit invoicing and reconcile financial records  HRIS Analyst Intern ETS, August 2019 - August 2020   * HRIS applications while maintaining HRIS functionality, data integrity, and analysis. * Test, validates, analyzes and reports to appropriate business partners system fixes and enhancements in the HRIS system. * Utilizes and maintains PeopleSoft and Oracle EBS system operations. * Collaborates with reporting team to ensure reports are consistent, reliable and accurate. * Uses query variables in order to complete more complex analysis to assist with integrated systems impacting employees and personnel data. * Provides HRIS customer support through direct contact, Service NOW and Service Desk ticketing system. * Collaborates with other departments to proactively identify needs for enhancements/modifications, document business requirements, create project plans for the implementation of enhancements and solutions, and support modifications. * Designs, implements, evaluates and analyzes data to bring clarity to HR-related issues and overall trends in the organization. * Monitor data integrity through various audits and collaborate with data entry teams to improve accuracy and process. |
| **Leadership**   * Battalion Commander for the Pirate Battalion (JROTC) * Executive Officer for the Pirate Battalion (JROTC) * S3 (Training & Planning officer) for the Pirate Battalion * Lead, Manage, & Train staff departments and special projects (JROTC) * Attended a basic leadership training course at Parris Island * Instructed cadets in Drill and Ceremony (JROTC) * Built the briefing and organized the JROTC Program of Accreditation Inspection * Facilitated the Continuous Improvement Briefing (JROTC) * Manage a CPR & First Aid training business * Worked with Young Advocates Institute to host a premiere for The Hate U Give   **Community Service**   * Participated in Johnston County's Veterans program at Smithfield Selma High School * Participated as a member of Color Guard for several events * Participated in Shore Patrols and parking details as a JROTC cadet * Volunteered for coffee houses, which involved interacting with individuals with special needs * Serve as a tutor in various subjects * Participated in a service-learning project for teen moms * Volunteered for River Dell Elementary Fall Festival * Participated in Adopt-a-Highway cleanups |