

# Aisha Okafor

## COMPENSATION SPECIALIST

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### SUMMARY

Compensation specialist with 5 years in compensation administration and HR operations at a hospital network and a freight carrier. Prices jobs, runs job evaluation for new roles, and audits FLSA status with careful attention to detail. Uses Microsoft Excel and Workday daily and pairs strong analytical skills with clear written and verbal communication skills.

### SKILLS

**Other Skills:** Compensation, Job Evaluation, Market Pricing, FLSA, Microsoft Excel, Workday, HRIS, Analytical Skills, Attention to Detail, Written and Verbal Communication Skills

### EXPERIENCE

#### Compensation Specialist

08/2023 - Present

Trinity Plains Health

Dallas, TX

*Hospital network with 9 facilities and 11,000 employees.*

- Complete job evaluation for **140** new and changed roles a year, assigning grades within 5 business days.
- Process 1,100 pay changes per quarter in Workday, checking each against range, policy and approvals.
- Review FLSA exemption status for 600 positions, reclassifying 34 roles and updating overtime eligibility.
- Advise about 50 managers a month on pay ranges, shift premiums and offer guidelines.

#### HR Coordinator

06/2021 - 07/2023

Lone Star Freight Lines

Irving, TX

*Trucking and warehousing company with 1,400 employees at 8 terminals.*

- Maintained salary records for **1,400** drivers and warehouse staff in the HRIS with 99% audit accuracy.
- Prepared market pricing files in Microsoft Excel for 60 warehouse jobs during the 2022 wage review.
- Mailed annual compensation statements to 1,400 employees and logged every returned address.
- Scheduled onboarding for 300 new hires a year and tracked I-9 deadlines for each terminal.

#### Payroll Clerk (Part-Time)

09/2019 - 05/2021

Denton Square Accounting

Denton, TX

*Part-time role at a small accounting firm while in college.*

- Entered biweekly payroll for 18 small-business clients with about 400 employees in total.
- Matched timesheets to pay rates and flagged 25 overtime errors before payroll ran.
- Filed quarterly wage reports and organized client records in shared folders.

### EDUCATION

#### Bachelor of Business Administration

05/2021

University of North Texas

Denton, TX

Human Resource Management

### CERTIFICATES

#### SHRM Certified Professional (SHRM-CP)

06/2023

Society for Human Resource Management