

MONICA FERREIRA

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SKILLS

- HR Systems
- Paycom
- Reporting
- Data Accuracy
- Personnel Actions
- Excel
- Word
- Outlook
- Attention to Detail

CERTIFICATES

Human Resource Information Professional (HRIP)

IHRIM • 11/2025

SUMMARY

HRIS Administrator with 4 years running HR systems for a 1,200-employee water utility and a 2,100-staff school district in the Sacramento area. Maintains employee data in Paycom, builds reporting in Excel, manages user access, and holds a high bar for data accuracy on every hire, change and separation.

EXPERIENCE

HRIS Administrator

American River Water Agency • Sacramento, CA

03/2024 - Present

Public water utility with 1,200 employees and 3 bargaining units.

- Maintain **1,200** employee records in Paycom, including union pay steps, licenses and certifications.
- Manage user access for 140 supervisors and HR staff, completing every quarterly access review on schedule.
- Build monthly Excel reporting on vacancies, overtime and leave for 9 department directors.
- Update Word and Outlook templates for offer letters and onboarding emails used in 300 hires a year.

HR Technician

Riverbend Unified School District • Rancho Cordova, CA

07/2022 - 02/2024

K-12 district with 2,100 certificated and classified staff.

- Entered **900** personnel actions a year for hires, step increases and leaves in the HR system.
- Audited 2,100 credential records and flagged 70 expiring teaching credentials before deadlines.
- Produced seniority lists for 4 bargaining units in Excel each spring.
- Organized 1,500 digital personnel files after the district moved to electronic records.

Student Assistant, Human Resources

California State University, Sacramento • Sacramento, CA

09/2020 - 05/2022

Part-time campus job with the university HR records team.

- Scanned and indexed **4,000** personnel documents for the HR records team.
- Scheduled 120 new-hire orientation sessions in Outlook for student employees.
- Logged 300 background check requests in the HR tracking sheet.

EDUCATION

Bachelor of Science

California State University, Sacramento • Sacramento, CA

05/2022

Business Administration, Human Resources Management