Rachel Osei

// HRIS Analyst

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> SUMMARY

HRIS Analyst with 5 years supporting Workday HCM and payroll systems, now for a 6,500-employee health network in Columbus. Builds custom reporting, audits HR data and troubleshoots integrations with payroll and benefits vendors, using SQL and Microsoft Excel pivot tables to find errors before they reach a paycheck.

> SKILLS

• HRIS • Workday HCM • Reporting • Payroll • Integrations • SQL • Microsoft Excel • Pivot Tables
• Attention to Detail • Problem-Solving Skills

> EXPERIENCE

HRIS Analyst 03/2023 - Present
Scioto Valley Health System Columbus, OH
Regional health network with 6,500 employees across 4 hospitals.

- Build and maintain **140** Workday custom reports and dashboards used by HR, finance and nursing leaders.
- Run biweekly HR data audits that cut job and position errors from 300 to under 40.
- Resolve 60 HRIS tickets a month on business processes, security roles and integrations, closing 90% within 3 days.
- Test 2 Workday releases a year with 25 test scripts each and document the changes for HR partners.

HR Data Analyst 08/2021 - 02/2023
Buckeye Logistics Group Columbus, OH
Third-party logistics company with 2,200 hourly and salaried staff.

- Wrote SQL queries against the UKG Pro database for weekly headcount, turnover and overtime reporting.
- Reconciled payroll and HRIS records for **2,200** employees each pay period, catching $58K in overpayments in one year.
- Automated 8 monthly Excel reports with pivot tables, saving 15 hours a month.
- Trained 30 HR coordinators on data entry standards for hires, transfers and terminations.

HR Intern 05/2020 - 08/2020
Olentangy Manufacturing Co. Delaware, OH
Summer internship with a 900-employee metal parts plant.

- Entered **400** personnel file updates into the HRIS ahead of an open enrollment audit.
- Built an Excel tracker for 120 I-9 reverifications.
- Drafted 5 onboarding checklists for new plant supervisors.

> EDUCATION

Bachelor of Science in Business Administration 05/2021
The Ohio State University Columbus, OH
Human Resources

> CERTIFICATES

Workday Pro Reporting 09/2024
Workday