

TYLER NGUYEN

HRIS SPECIALIST

CONTACT

@ tyler.nguyen@email.com

☎ (502) 555-0115

🏠 Louisville, KY

🌐 linkedin.com/in/tylernguyen

SKILLS

- HRIS
- UKG Pro
- Payroll
- Reporting
- Data Analysis
- Excel
- Open Enrollment
- Time Management Skills
- Attention to Detail

EDUCATION

Bachelor of Science in Business

05/2022

University of Louisville

Louisville, KY

Human Resource
Management

CERTIFICATES

Fundamental Payroll Certification (FPC)

10/2023

PayrollOrg

SUMMARY

HRIS Specialist with 4 years maintaining HR and payroll data, now for a 3,800-employee manufacturer in Louisville. Processes employee changes in UKG Pro, runs payroll and benefits reporting, and uses data analysis in Excel to catch errors early while meeting every biweekly payroll deadline.

EXPERIENCE

HRIS Specialist

04/2024 - Present

Bluegrass Precision Manufacturing

Louisville, KY

Auto parts manufacturer with 3,800 employees at 3 plants.

- Process **500** hires, transfers, pay changes and terminations a month in UKG Pro at 99% first-pass accuracy.
- Run pre-payroll audits on time, deductions and rates for 3,800 employees every two weeks.
- Build 35 standard reports for plant HR managers on headcount, overtime and attendance points.
- Support 2 open enrollment periods a year by testing benefit deduction feeds for 6 carriers.

HR Data Coordinator

08/2022 - 03/2024

Ohio River Health Partners

Louisville, KY

Outpatient clinic network with 1,400 staff.

- Maintained **1,400** employee records in the HRIS and closed audit findings within 5 business days.
- Built Excel data analysis on turnover by clinic that helped HR target 4 high-turnover sites.
- Reconciled payroll registers against HRIS changes each pay period and fixed 20 discrepancies a month.
- Answered 40 employee data and pay questions a week through the HR inbox.

Payroll Assistant (Part-Time)

09/2020 - 05/2022

Cardinal Staffing Services

Louisville, KY

Part-time role during college at a light-industrial staffing agency.

- Entered weekly timecards for **350** temporary workers into the payroll system.
- Verified 60 new-hire tax and direct deposit forms each month.
- Updated client billing rates in Excel for 25 staffing accounts.