



Senior Oracle Developer

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CENDIEN CORP: **(214) 245-4580**

<http://www.cendien.com>

Senior Oracle Developer – Cendien – Oracle Experts

Oracle Technical Skills

Oracle HR, Lawson HR Suite, ADP EV4, Brio Query, Discoverer Plus, Add-In Reporting Tool, Cybershift, Deltek, Comptracker, PeopleSoft, ProBusiness, PS Query, HRizon HRMS, MS Word, Excel, PowerPoint, Internet Explorer, MS Outlook, Lotus 1-2-3, Microsoft Access; excellent interpersonal, customer relations, and organizational skills.

Oracle Clients / Experience

Software Solution Client

HR Solutions Manager / Consultant

- Assist in the testing and implementation of HR Software systems.
- Determine and review business requirements and make recommendations to clients regarding HR software systems.
- Review and make recommendations for HR interfacing software systems.
- Responsible for assisting with client's Lawson production support.
- Assist with project management and vendor relations for clients implementing various HR software solutions.
- Assist clients with conversion activities.
- Responsible for business development.

Transportation Industry

Project Manager, HRIS

- Assisted in the development, testing and implementation of the Oracle HR system.
- Determine and review business requirements and make decisions based on functional needs for all HR systems.
- Review and recommend enhancements to functional and technical designs for all reports, interfaces, conversions and extensions.
- Created testing conditions and testing scripts for Product Test and UAT.
- Worked in conjunction with the implementation partner to conduct end user training for Oracle HR.
- Led the conversion activities for the conversion of employee data from Lawson to Oracle from the client side.
- Responsible for Oracle production support.
- Maintain database tables and develop ad hoc reports to meet the requirements of management and HR users.
- SME for all HR business processes in determining the integration of company procedures with current HR systems.
- Review and make recommendations for other HR interfacing software systems.

Cendien Consulting

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- Project Manager and vendor relationship manager for all other HR systems, including but not limited to, Taleo, DecuSoft, Market Pay, etc.

Transportation Industry

Senior HRIS Analyst

- Conducted research, analyzed data and made recommendations to management on various HR processes and procedures.
- Developed and generated a variety of complex HR and company reports with statistical summaries for managers and executives.
- Created standardized HR reporting processes to ensure all HR reports maintain data integrity and meet users' needs.
- Established and implemented audit procedures to verify on a routine basis that database information is accurate and up-to-date.
- Served as the system expert for end users, provided training, recommended process improvements and conducted audits of system entries.
- Performed all HRIS system set up and maintenance including job tables, department tables and history.
- Provided both regular and ad hoc reports and analyses to support the HRIS and Benefits functions, as well as the Finance and Field Operations departments.
- Managed the data integrity and data entry process across the United States and Canada.
- Supported the Compensation Department in the merit review process and with special projects.
- Supported all field locations with analysis and troubleshooting of numerous system and operational issues.
- Responsible for analysis and processing of security requests for all Lawson and Brio users.
- Main liaison between all Area HR Representatives and Payroll and researched payroll related issues for all field and HQ employees.

Retail Industry Client

HRIS Coordinator / HRIS Analyst

- Successfully participated in the implementation of Lawson HR Suite.
- Implemented Lawson on time and within budget. Analyze and develop solutions to problems that arise due to interfaces between our HRIS, POS and ADP Systems. Create and process ad hoc and monthly reports.
- Created several reports for the benefits department that improved accuracy and efficiency.
- Assisted the Benefits Department with benefit enrollments, 401K reporting, and Worker's Compensation projects.
- Maintained an ongoing relationship with our benefit vendors for electronic transmission of data. Report on and electronically submit unemployment data to our vendor.
- Weekly Processing of all HRIS changes, including new hires, annual performance reviews, transfers, promotions, salary changes, and terminations to ensure all data is accurate and current.

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- Developed a process for processing all field associate performance reviews that has increased proficiency.
- Worked closely with the Sr. HRIS Analyst to maintain the database and develop business processes for improving workflow.
- Responsible for maintaining the integrity of the Human Resources Information System.
- Worked with MIS to troubleshoot and resolve high priority system issues.
- Assessed business needs and developed a project plan for upgrading to Lawson 8.0.3.

Legal Industry Client

Human Resources Assistant

- Responsible for assisting all functional areas of the Human Resources team.
- Served as main contact for all employees regarding payroll issues, tuition reimbursement, and attendance tracking.
- Performed all data entry for new hires and current employees using PeopleSoft and ProBusiness and ran ad hoc reports using PeopleSoft.
- Coordinated employee activities, including holiday food drive, holiday toy drive, flu shots, holiday parties, etc.
- Posted all employment requisitions to internal and external sources and tracked open positions.
- Coordinated management communications regarding AIP plans and Employee Opinion Survey results.
- Developed a Training Tool for all people managers to assist them with training initiatives.
- Team lead for designing and implementing an enhanced new hire orientation program.
- Processed all invoices and purchase orders for the HR department.

Oracle Education / Certifications

- MASTER OF HUMAN RESOURCE MANAGEMENT
- BACHELOR OF SCIENCE/BUSINESS MANAGEMENT
- Certified Project Manager (CPM)

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Oracle – CENDIEN Oracle Consulting and Staffing Services

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Suite 100

Addison, TX 75254

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