



Madeline Mora

HR Analyst II, Compensation

☎ (303) 555-7264 ✉ madeline.mora@example.com

🌐 linkedin.com/example/madelinemora 📍 Denver, CO 80206

STRENGTHS

- ⚖️ **Compensation judgment**
Compared market evidence with policy before recommending pay actions, and partners valued the clear reasoning behind each decision.
- ✅ **Data quality focus**
Used audit checks and source review to catch HRIS issues early. Colleagues often sought help tracing difficult data gaps.
- 💬 **Clear translation**
Turned complex compensation rules into usable guidance and training, helping managers act with confidence during sensitive reviews.
- 👥 **Collaborative delivery**
Coordinated Human Resources and Information Technology partners on system changes, keeping testing practical and follow up visible.
- 🔒 **Confidential analysis**
Handled employee pay information with care during audits and recommendations, building trust through disciplined access and documentation.

SKILLS

Compensation Analysis

Job Classification Job Evaluation

Market Pricing Salary Structures

Pay Programs Market Analysis

HRIS Testing Power BI

Advanced Excel Data Modeling

SUMMARY

Compensation and HR analytics professional with five years of progressive experience supporting **job classification**, **salary structures**, market pricing, **pay programs**, job evaluation, HRIS data governance, and workforce reporting. Applies FLSA, EPEWA, **Colorado Wage Claim Act**, and EEO requirements while protecting confidential employee information and producing defensible recommendations. Advanced Excel and Power BI work includes pivot tables, XLOOKUP, complex formulas, data modeling, dashboards, audits, and executive reports. Hands on experience with PeopleSoft, SharePoint, Microsoft Office, HRIS testing, configuration, and data quality controls supports effective partnership with Human Resources and Information Technology. SHRM CP certified, with experience writing class specifications, researching compensation topics, training stakeholders, and translating policy into practical guidance. Brings analytical judgment, clear communication, and steady follow through to compensation decisions that support fair, consistent, and well governed pay practices.

EXPERIENCE

Compensation Analyst II

Summit Workforce Solutions 📅 January 2024 to Present 📍 Denver, CO

Lead compensation analysis, **classification reviews**, market pricing, salary administration, Power BI reporting, PeopleSoft data governance, and HRIS testing. Partner with Human Resources and **Information Technology** on defensible recommendations, reliable systems, clear guidance, and consistent service delivery.

- Built **Power BI** dashboards from PeopleSoft data, giving leaders clearer views of salary structure issues.
- Tested HRIS changes with Excel audit checks, catching defects before configuration updates reached users.
- Priced roles against market surveys, supporting **salary offers** and consistent pay program decisions.
- Reviewed class specifications and policy language, improving documentation for classification and compensation decisions.
- Applied FLSA, **EPEWA**, and EEO requirements during confidential **compensation** analysis and stakeholder consultations.
- Created training guidance and presentations, helping partners apply compensation procedures with greater consistency.

HR Analyst

Rocky Mountain People Analytics 📅 August 2021 to December 2023 📍 Aurora, CO

Supported salary structures, job evaluation, pay equity, market surveys, compensation policy, workforce reporting, and classification management. Delivered data driven analysis and practical guidance while coordinating stakeholders across **Human Resources**, Information Technology, and business operations.

- Completed market studies and **compensation surveys**, giving managers evidence for salary structure recommendations.
- Evaluated jobs against established factors, strengthening classification consistency across varied business functions.
- Modeled pay data with **pivot tables**, VLOOKUP, and **complex formulas**, improving review speed and accuracy.
- Audited HR records and **SharePoint** files, resolving data gaps before reports reached senior stakeholders.
- Researched **pay practices** and policy questions, turning findings into concise training materials and recommendations.
- Presented pay equity findings to partners, building confidence in fair and documented compensation decisions.

[FLSA](#) [EPEWA](#) [EEO Requirements](#)

[Confidential Data](#)

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

0
MONTHS

HR Data Analyst

Civic HR Partners 📅 June 2021 to July 2021 📍 Lakewood, CO

Maintained compensation datasets, **advanced Excel** workbooks, SharePoint records, and HRIS quality checks. Contributed supervised analysis, documentation, reporting, and issue resolution that improved data reliability for **compensation** and classification work.

- Reconciled compensation datasets with Excel formulas, identifying discrepancies for senior analyst review.
- Organized SharePoint records, making classification documentation easier for project teams to retrieve.
- Ran HRIS quality checks, documenting defects and supporting timely correction of employee data.
- Prepared concise reports from operating data, helping analysts trace issues to source records.
- Applied **confidentiality** controls during data handling, protecting sensitive employee and compensation information.
- Supported stakeholder requests with clear follow up, keeping short analytical projects moving forward.

PROJECTS

Compensation Data Governance 📅 2024

Created a repeatable review approach for PeopleSoft compensation data, combining Excel audit checks, Power BI reporting, and documented issue follow up.

Job Classification Review 📅 2023

Supported structured job evaluations and classification reviews, connecting market evidence, class specifications, policy requirements, and practical guidance for stakeholders.

LEADERSHIP & AWARDS

- SHRM CP certification recognized for applied knowledge of compensation, employment law, and human resource practice.
- Microsoft Power BI Data Analyst Associate recognized for analytical reporting and data modeling capability.
- Led peer guidance sessions that improved consistency in compensation documentation and HRIS review practices.

EDUCATION

Bachelor of Science in Human Resource Management

Metropolitan State University of Denver 🎓 GPA: 4.0 📅 2021 📍 Denver, CO

Coursework: *Compensation management, human resource analytics, employment law, organizational behavior*

CERTIFICATIONS

- SHRM Certified Professional, SHRM CP 📅 2023
- Microsoft Power BI Data Analyst Associate 📅 2024

TECHNICAL SKILLS

- **Compensation Systems:** Salary structures, pay programs, salary offers
- **Job Classification:** Job evaluations, classification reviews, class specifications
- **Market Analysis:** Market studies, compensation surveys, market pricing
- **Microsoft Excel:** Pivot tables, VLOOKUP, XLOOKUP, complex formulas
- **Power BI:** Dashboards, data modeling, reporting
- **HRIS Platforms:** PeopleSoft, NEOGOV, HRIS functionality
- **Microsoft Office:** Word, Excel, PowerPoint, Outlook
- **Collaboration Platforms:** SharePoint, accessibility tools, document management
- **Employment Regulations:** FLSA, EPEWA, Colorado Wage Claim Act
- **Workplace Equity:** EEO requirements, pay equity, confidential data
- **Data Governance:** HR data audits, quality checks, data validation

- **System Delivery:** Installation, testing, configuration, modification
- **Reporting Methods:** Workforce reporting, analytical reports, presentations
- **Professional Certifications:** SHRM CP, Power BI Data Analyst Associate, CPP
- **Research And Training:** Compensation research, policy guidance, stakeholder training

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management, professional member focused on practical HR practice.
- WorldatWork, compensation learning community member focused on pay practice research.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST