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|  |  | latarsha puckettWORK HISTORYDec 2001 - PresentSenior Business Operations Analyst **•** FRBCPrior work Human Resource Generalist **•** AADiversity Training Coordinator **•** ADLsummary of EXPERIENCE* Hiring, Employee Relations, Benefits Administration, Compensation and Performance Management
* On-boarding and off-boarding of staff
* Staff Development
* Business Continuity
* Records Management
* IT Asset Management
* Project Management
* Process Improvements
* Data Analytics
* Database Administration
* Intranet Administration

EducationDePaul University* + Bachelor of Arts in Business Administration (2024)
	+ Master of Public Administration – application decision pending

SKILLS/Strengths

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| * MS Office Products (Intermediate to Advanced)
* SharePoint Site Owner
* ARIBA/Workday (Intermediate)
* Tableau (Beginner to Intermediate)
* SQL (Beginner)
 | * Maintains Confidentiality
* Builds Trust
* Self-Motivated
* Critical Thinker
* Enthusiastic Attitude
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interests* Volunteerism
* Party Planning
* Bowling
* Travel
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| Marker | REDACTED, Illinois |
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| Receiver | 312.000.0000 |
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| Email | REDACTED@yahoo.com |
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| ObjectiveTo obtain a challenging and rewarding Business Operations Manager position that builds on the “People First” pillars of inclusion, transparency, trust, and accountability. A position that fosters a love for learning by encouraging staff growth and development as well as supports business operations. |  |