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|  | |  | latarsha puckett WORK HISTORYDec 2001 - Present Senior Business Operations Analyst **•** FRBC Prior work Human Resource Generalist **•** AA  Diversity Training Coordinator **•** ADL summary 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  |  |  | | --- | --- | | * 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 |  interests  * Volunteerism * Party Planning * Bowling * Travel |
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| Objective To 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. | |  |