

## HR and IT Administrative-Technical Specialist

Contact Sippel Glidden at 507.269.6878

***Offering turnkey HR and IT administrative services WITH process tracking tools, and supplemental analysis, reporting, and communication/presentation support***

This HR and IT specialist has over 30 years of administrative and technical program coordination/support experience with global and mid- sized companies in the **High Tech, Manufacturing, Healthcare and Transportation** Industries. She has exceptional proficiency with more than 40 administrative/support software applications and toolsets for supporting processing, tracking, analyzing, and reporting including Kronos, UltiPro, Microsoft Access, Excel, Word, Power Point, Front Page, SQL, HTML, and various web publishing and project management programs.

The candidate is an exceptionally organized, hardworking professional who takes the initiative to improve quality and performance across the enterprise. She is very detail oriented and can always be counted on to complete tasks on time and meet/exceed the results expected.

Highlights of her career achievements include:

- Database Administrator responsible for managing the overall success of Global Human Resource Information System (HRIS) processes and application implementations. Worked closely with HR and IT teams to communicate and execute new/improved HR System applications, technologies, and processes related to all Global HR areas including compensation, benefits, training and recruiting.
- A key technical contributor to the HR, Payroll, IT and Administrative Teams.
- Instrumental to creating/maintaining/automating of all HR tools for completion of Corporate Compensation Program including: Comparative Rating tool, Internal Pay Analysis, Salary Tool, UltiPro Data Mart, Manager's Business Object Reporting, Web Applications. Support all the Microsoft Access, Excel, Word documents for these tools.
- Provided detailed project management, developing project schedules for tracking tasks and progress to keep teams on track, ensure that critical milestones are achieved on or ahead of schedule, and communicate with team members who are impacted by other tasks.
- Repeatedly exercised confidence and flexibility by accepting many assignments outside her defined role. Regularly consulted regarding the technical design and use of spreadsheet models, the automation of tools for managers, and her administrative/technical knowledge.
- Administered ESPP and Stock Option Plans and filed Section 16 forms to the SEC for Board members and Executive Management Team.

*This resource/candidate is available part-time or full-time, on a contract basis or as a permanent employee.*

