**Toby S. Richardson**

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**Career Objective:**

To obtain a HR analyst position with “Ryder Corporation,” and perform daily administration of HR-related activities, including compensation and benefits.

**Summary of Skills:**

* Experience of working with Human Resource Information System (HRIS)
* Strong knowledge of compensation and benefits rules and procedures
* Advanced analytical, technical, and communication skills
* Effective public speaking skills with abilities to create and deliver presentations
* Ability to manage multiple priorities and work with flexibility
* Detail-oriented with abilities to take quick decisions

**Work Experience:**

HR Analyst

Red Cross Organization, Houston, TX

October 2014 - Present

* Reviewing and developing compensation and benefits packages
* Evaluating job description for different designations and building benchmarks salaries
* Performing annual review of salary structures and recommending changes
* Identifying and resolving company issues through root cause analyses
* Collecting, compiling, and maintaining business data integrity
* Planing and organizing training programs for employees to develop new skills

HR Analyst

ABB eCommerce, Houston, TX

February 2013 - September 2014

* Collaborated with HR team on several projects and provided inputs for achieving goals
* Written, maintained, and distributed several reports for internal reference
* Created, managed, and modified data and reports in the HRIS system
* Audited HR functions and programs and managed special projects
* Reviewed HR activities and made participation of employees compulsory
* Recommended changes in payroll and benefits systems

**Education:**

* Bachelor's Degree in Human Resources Management  
  ABC University, Houston, TX  
  2012

**Reference:**

On request.