

# Chanele T. Clark

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*Experienced professional seeking a position in the field of Human Resources Information Systems (HRIS) and Workplace Analytics*

## **SUMMARY OF QUALIFICATIONS**

- Knowledge Human Resources (HR) policies and practices
- Ability to work well in a team environment or independently
- Outstanding written and verbal communication skills
- Ability to work in a fast-paced environment. Able to multi-task effectively
- Critical thinker and able to devise creative solutions to challenges in the workplace
- Ability to self-manage and self-motivate. Hardworking, detail-oriented
- Excellent interpersonal, organizational, analytical, and problem-solving skills
- Ability to deal with diverse levels of staff and personalities

## **PROFESSIONAL EXPERIENCE**

|   |                |
|---|----------------|
| <b>HRIS, Payroll, &amp; Workplace Analytics Manager</b> | 2021 – Present |
| <b>Payroll Manager</b>                                  | 2018 – 2021    |
| <b>Senior Payroll Specialist</b>                        | 2017 – 2018    |

### **American Association for the Advancement of Science (AAAS), Washington DC**

- Internal project manager for AAAS's transition from ADP to UKG
- Perform routine system audits to confirm the accuracy and integrity of employee data.
- Remain in constant communication with teams within our organization (IT, Finance) and third-party vendors and liaise between them, if necessary.
- Responsible for updating paper/manual processes to automated transactions in HRIS  
Primary contact for all HRIS system issues
- System training for new managers and new employees. System training for HR team members on new system features
- Management of all of HRIS related tasks performed by the HR Coordinator
- Responsible for the annual rollout of the Compensation module for merit employee increases
- Process bi-weekly payroll processing and accurate and timely year-end reporting (W-2, W-2c, etc.)
- Responsible for creation and management of monthly HR discussions regarding a variety of HR topics (ranging from DEI topics to quiet quitting)

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|-----------------------------------|-----------|
| <b>Human Resources Generalist</b> | 2016-2017 |
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### **Tate and Tryon, Washington DC**

- Process semi-monthly payroll using iSolved Software
- Manage Human Resources Information Systems (HRIS) requests submitted by employees and managers in iSolved HRIS platform (i.e. name changes, address changes, tax changes, direct deposit requests, education, certifications, awards, and trainings)
- Management of all 401k enrollments and rollovers
- Create and submit semi-monthly 401k census to 3<sup>rd</sup> party provider
- Manage, create, and implement internal performance management reviews in HRIS system.
- Assist with creation and completion of benefits open enrollment in HRIS system.
- Manage employee PTO hours using Tenrox software.

## **Human Capital Management (HCM) Implementation Specialist**

2012-2016

### **PNI\*HCM, Rockville, MD**

- Build and implement custom payroll, HR & benefits programs within the iSolved Human Resources Information Systems (HRIS) platform
- Convert clients from PayChoice payroll software platform to iSolved HR/Benefits/Payroll software
- Manage the conversion/implementation process from client assessment to go live and ensure accuracy of data
- In-person and web-based training of clients on the usage of payroll, HR, and benefits components within the iSolved software
- Liaise between Payroll Network and clients' HR and payroll personnel
- Provide additional support post implementation and training
- Provide payroll and iSolved software training and coaching to other Payroll Network personnel
- Advise clients on how to set up payroll schedules and pay settings
- Knowledge and understanding of employer and employee payroll taxes
- Responsible for reconciliation of client payroll taxes during software conversion process
- Set-up company personnel classification based on their organizational structure
- Set-up unique company earnings and deductions codes such as, severance pay, retro pay, and fringe benefits
- Manage multiple projects simultaneously and produce the desired results and meet required deadlines
- Provide outstanding client service skills and service orientation
- Work with and safeguard confidential employee information

### **EDUCATION**

**Master's Degree, Human Capital Analytics & Technology**, New York University, Expected Graduation May 2026

**Bachelor of Science, Mathematics**, Spelman College, Atlanta, GA

### **CERTIFICATIONS**

Fundamental Payroll Certification (FPC), 2012 - 2020

### **COMPUTER SKILLS**

UKG UltiPro

ADP Workforce New

iSolved HRIS Software

Power BI

Jamovi

### **OTHER**

Member, Alumni Council, Saint Andrew's Episcopal School, 2016 - Present

Member, Board Diversity Committee, Saint Andrew's Episcopal School, 2011-2014

Co-Chair, Saint Andrew's Episcopal School Annual Fund, 2011-2012

Volunteer, Martha's Table, 2010 – 2017