Scarlet Kirby

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PROFILE

With over twenty years of diverse HR experience, specializing in managing the employee life cycle, and integrating HR, Payroll, and IT systems. Leveraging extensive knowledge in recruiting, compensation, talent management, and employee data administration to automate business processes and drive improvements through HR technology. Skilled in selecting, designing, and implementing HR and Payroll applications, excelling in vendor management, system enhancements, and end-user training. Effectively bridging communication gaps between stakeholders, people operations, and IT to deliver project visions.

CORE COMPETENCIES

Building Business Partner Relationships	Design and Execution of Test Strategy
Analysis, Design, and Documentation	Business Process Improvements
HR Project Management/Prioritization	Systems Integrations, and Vendor Management
Educating and Training Users	Team Building, Consulting, Coaching, Cultural Competency

PROFESSIONAL EXPERIENCE

CSC ServiceWorks   **Sr. Manager, HR Technology**   **Apr 2022 – April 2024**

- Spearheaded technology initiatives across the organization to support business processes and functions in a remote workforce environment.
- Owned technology roadmap, including UKG modules and systems that connect and engage with one another to advance business objectives and enhance the employee experience.
- Managed and drove continuous enhancements to the employee experience through optimization of UKG HR suite of models.
- Partnered with teams across HR, Payroll, Finance, IT, Operations, and Legal on integration solutions within UKG.
- Led technology projects and collaborated with business partners to facilitate requirements, design, and proof of concept, implementation, and post-support change management of major program initiatives.
- Implemented automated people processes, focusing on project management methodologies.
- Key consultant for implementing UKG Dimensions Workforce Management timekeeping, iCIMS ATS integration with UKG, and benefits administration with internal and carrier systems.
- Managed project timelines and acted as the primary escalation point to communicate project risks.

WIS International   **HRIS Manager**   **Jul 2020 – Apr 2022**

- Owned tactical and strategic technology initiatives across the organization to support the rapid growth of the business; adept to develop a vision, executing, and inspiring others.
- Led/facilitated meetings; delegated and communicated clearly and effectively with teams at all levels within the organization to develop, coordinate and implement projects of varying scope and best practices.
- Developed and executed global HR technology strategies through HR/Payroll systems for over 45,000 employees.
- Led HR and payroll integration for three acquired companies, coordinating system movements and addressing related dependencies, while also managing benefit plan harmonization and open enrollment.
- Managed team of HR analysts, providing functional and technical support to project sponsors; gathering business requirements, leading design overview, and providing documentation of projects.
- Developed integrations for 3rd party vendor systems or legacy systems for initial implementation or upgrades.
- Built a network of relationships within the UKG account relationship team and user community to propose and advocate for improvements and enhancements to the company system setup and advance the UKG Pro solution.

American Airlines   **Mar 2017 – Jun 2020**

Senior HRIS Administrator/Business Analyst   **Jan 2019 – Jun 2020**
- Supported the strategic HR business processes with 150K team members operating in over 50 countries.
- Managed the life cycle of small and large projects between HR, business, IT, and third-party vendors.
- Developed cross-functional teams to support and champion continuous improvement.
- Developed cross-department partnerships, collaborating with HR shared services, compensation, payroll, and IT technology teams, off-shore partners to implement system change requests and enhancements.
- Installed the Fieldglass contingent worker application to link with SuccessFactors Employee Central, streamlining the manual entry and administrative monitoring of more than 500 contractors daily.
- Managed the SuccessFactors quarterly release process.
- Led system enhancements utilizing Agile project methodology.

HR Technology Project Manager (Envoy Air)   **Mar 2017 – Jan 2019**
- Joined with business leadership teams and HR/Payroll product owners to develop and communicate multi-year technology roadmap and timelines for overall HR and Payroll ecosystem.
- Led the RFP evaluation and selection of the HR, Payroll, and Time Management and Scheduling systems.
- Worked with leadership to create and present a business case, detailing current system analysis, implementation costs, and ongoing support resources for the project.
- Developed key relationships between vendors and stakeholders to build trust and credibility of projects by providing timely updates, assignment and status of tasks, and follow-up.
- Started and led a governance committee comprising executives and leaders from across the organization to communicate project priorities, updates, and risks, ensuring alignment with strategic business goals.

Michaels Stores, Inc.   **HRIS Analyst**   **Feb 2012 – Jan 2017**
- Focused on process improvement and operational efficiency of HR business systems of Oracle HR modules.
- Partnered with business stakeholders on project initiatives to define business requirements, research efforts, testing, implementation, and production support.
- Managed and delivered enhancements to self-service systems for employees and managers, impacting 50,000+ users, including developing rules, workflows, security profiles, and organizational hierarchy.
- Led the Project Management and implementation of enhancements to self-service systems, benefiting over 50K end users, including developing business rules, and workflows; designed and configured security profiles, etc.

EDUCATION and AWARDS
Bachelor's Degree, Business: emphasis in Human Resources; Concordia University Texas, Magna Cum Laude
Project Management Certification, The University of Texas at Austin

TECHNICAL SKILLS SUMMARY:
UKG: Core, Payroll, Benefits Administration (including Prime), Workforce Management (formerly Dimensions), Onboarding, Talent Management (including Recruiting), Learning Pro, BI People Analytics
SAP SuccessFactors: Employee Central, EC Payroll, Onboarding, Recruiting, Workforce Planning, Analytics
Oracle: EBS 11i, R12 (Full HR suite), Oracle HCM (Core HR - Functional)
Workday functional training, ADP Time and Payroll
Various ATS: iCIMS, UKG, SAP SuccessFactors, Oracle Custom build
Report Writing: Cognos Business Intelligence, SQL, Access
Integration Builds and Testing, API's, Connectors, Boomi, Insurance carrier systems
Agile Tools: Rally Software, Jira
Incident Management: ServiceNow, Jira
Test Management: HPQC, Micro Focus ALM
Proficient in Microsoft Office (Word, Excel, PowerPoint, Access, Project, Visio, Teams, SharePoint, SharePoint Designer)
Collaboration Tools: Smartsheet, Teams