**C**assandra **L**indsey**-W**illiams

203-715-6466

cassandra@casandra969.com

Multi-tasked, dedicated, human resource systems professional with HRIS implementation, supervisory, and payroll administration experience.

**RECENT WORK EXPERIENCE**

HR Systems Manager February 2013 – Present **AFL Telecommunications | Duncan, SC**

Responsible for designing, documenting, and implementing both the Performance Cloud and Learning Cloud. Developed end user training on AFL’s talent management portal leveraging Cornerstone OnDemand. Trained AFL staff on Cornerstones Performance management system. Prepared technical and configuration documentation. Responsible for the overall administration of security and portal maintenance. Collaborated with IT, Payroll, and key management and provided solutions to the overall data integration from the HRIS throughout the company’s many systems. Instrumental in providing process and security documentation to support new initiatives.

HRIS Manager June 2003 – February 2013 **Amphenol Corporation | Wallingford, CT**

Project Manager for the implementation and conversion from multiple Ceridian platforms to UltiPro. Responsible for the ongoing implementations during company acquisitions. Performed business process analysis, design, implementation, deployment, and documentation. Responsible for the overall maintenance, programming, and training of the Amphenol Corporation Worldwide HRIS system. Functional manager of divisional payroll professionals across all domestic divisions. Trained division HRIS/Payroll users on the HRIS system. Created new payroll processes and procedures related to the Ultipro HRIS system. Identified problems and researched alternatives through testing and consulting with vendor and other users via user groups. Audited and maintained accuracy of HRIS system. Administered benefit plans including annual open enrollment process. Coordinated and tested new functionality pertaining to the quarterly releases. Primary liaison between SaaS vendor for all technical issues.

Payroll/HRIS Specialist June 2003 – March 2005
**AmphenolRF (A division of Amphenol Corporation) |Danbury, CT**

Processed weekly and semi-monthly payroll and generate and create reports from Ceridian and ADI software.
Created annual compliance reports for and state and Federal agencies. Maintained accuracy and integrity of the Ceridian database system. Researched and resolve issues involving employee/employer wages and tax withholdings. Back-up to the HR Generalist.

Employee Relations Database Analyst May 2001 - June 2003
**GreenPoint Financial | Lake Success, NY**
Responsible for creating and distributing AD-HOC reports for employee relations, recruitment, benefits, and administration. Administration of various value added programs. Responsible for timely preparation of federal, local, and city mandatory reports (EEOC, Affirmative Action, etc.) for many states. Liaison between field generalists and corporate headquarters. Back–up technical support to HRIS department.

**EDUCATION**

Tennessee State University | Nashville, TN

University of Phoenix Online

Liberty University - Project Management Online Certification Program

Society for Human Resources Management (SHRM) - Certification Program
Learning System Pace University | New York City, NY

**PROGRAMS and SKILLS**

MS Office Suite, UltiPro BackOffice, UltiPro.Net, Ceridian Source 500, Ceridian HR/Payroll Web, ADP Enterprise, SQL, MySQL, Cognos 8, Crystal Reports, UltraEdit 32, Monarch, VB.net, Multiple Time & Attendance Systems