

# Ima Emmanuel Etuk

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Data Analysis | Reporting and Metrics | Statistical Analysis | Ethical Standards | Compensation Management  
Compliance Knowledge | Market Research | Legal Compliance | Cross-functional Collaboration | Troubleshooting

## HR Analyst / People Analyst / Compensation Analyst

### Education:

- **Montclair State University, Montclair, NJ** **Anticipated May 2024**
- Masters of Science in Human Resource Analytics **GPA: 3.63**
- **Relevant Coursework:** Organizational Behavior and Team Leadership, Data Analysis and visualization, Human Resource Analytics, Statistics for Business Analytics, Data wrangling and analysis, Talent Management, Business Communication, Managing the Global Workforce, Business Analytics Practicum, advanced human resource Analytics, Strategic Human resource management, Leadership, Introduction to Data Mining for Business.
- **Kwame Nkrumah University of Science & Technology, Ghana** **Nov 2013**
- Bachelor of Science Human Resources Management **GPA: 3.14**

### Certification:

- Business Analytics Certificate Program – **Montclair State University**

### Technical Skills:

- **Data Analytics:** Data management, mining, analytics, and visualization | **Programming Language:** Python, HTML, CSS
- **Tools:** Excel, PowerPoint, Word, Outlook, Python, Social Studio, Tableau, R Programming, Google Analytics
- **Abilities:** ADP Data Cloud Analytics, ADP Reporting workforce, Data Warehousing, Data Modeling
- **Proficiencies:** Database Management, API Integration, Data Mining Techniques, Natural Language Processing (NLP)
- **Business Skills:** Google Office Suite, MS office suite (Excel, Word, PowerPoint), Supervised and Unsupervised Machine Learning algorithms, Time Series Analysis, Data Extraction, Data Analytics, Data Visualization

## Work Experience

- **Data Analyst | Bergen New Bridge Medical Center, Paramus, NJ** **Jan 2024 - Present**
  - Utilize advanced machine learning algorithms and NLP techniques to assess document quality objectively, enabling precise analysis to differentiate between good and subpar documents effectively.
  - Implement optimization strategies aimed at enhancing document quality without increasing resource allocation, thereby ensuring efficiency and effectiveness in improving overall document standards.
- **HR/Project Manager | Harlequin Aviation Information Services, Nigeria** **Feb 2020 - Nov 2022**
  - Demonstrated adept project management by efficiently allocating resources, adhering to budgets, and ensuring timely progress updates to stakeholders throughout project lifecycles.
  - Utilized cutting-edge industry practices and methodologies to strategically drive project success, ensuring not only compliance but surpassing quality standards and requirements consistently throughout project execution.
  - Proactively monitored key performance indicators (KPIs) to accurately gauge project health and swiftly implemented effective change management strategies to adeptly mitigate disruptions and adapt to evolving stakeholder needs.
  - Facilitated transparent communication channels, providing stakeholders and senior management with regular updates on strategy, adjustments, and progress, fostering alignment and informed decision-making.
- **Manager | Innoil Nigeria Limited, Nigeria** **Sept 2016 – Dec 2019**
  - Orchestrated the timely and cost-effective delivery of outward products from international Breweries (PABOD) to diverse distributors across various regions, guaranteeing the fulfillment of customer demands within budget constraints.
  - Implemented adhered to comprehensive logistics protocols to ensure the safe & punctual transportation of goods to distributors, steadfastly prioritizing efficiency, reliability, & unparalleled customer satisfaction throughout every stage of the delivery process.
  - Methodically tracked and meticulously recorded both inbound and outbound waybills with meticulous attention to detail, facilitating seamless reconciliation and expeditious payments, thereby optimizing financial operations to ensure utmost efficiency and accuracy.
  - Maintained a proactive stance in staying abreast of dynamic industry trends, emerging technologies, and best practices, fostering a culture of continuous improvement and innovation within haulage operations to enhance overall efficiency and effectiveness.
- **Human Resource Internship | ExxonMobil, Nigeria** **July 2015 – July 2016**
  - Proficiently updated internal databases with accurate new employee information, handling contact details and employment forms, while also adeptly managing payroll data such as leaves, working hours, and bank accounts.
  - Demonstrated versatility by undertaking diverse HR tasks, including resume screening, application form processing, & the preparation of HR-related reports, effectively contributing to the optimization of departmental functions, particularly in managing training budgets.
  - Played a pivotal role in the recruitment process by actively sourcing candidates, conducting preliminary interviews, & coordinating interview schedules, thereby supporting the HR team in identifying top talent aligned with specific needs of the oil and gas industry.
  - Facilitated seamless onboarding experiences for new hires by preparing documentation, facilitating orientation sessions, & ensuring strict adherence to company policies & procedures, thereby fostering a positive & compliant work environment from day one.