

GUSTAVO J. RIVERA PECUNIA

10 Langslow Street / Apartment 5 / Rochester, NY 14620
grpecunia@gmail.com • (813) 546-1480

EDUCATION:

University of Rochester

Bachelor of Arts, Psychology

Rochester, NY

Simon Business School, University of Rochester

Master in Business Administration, Operations Management & Entrepreneurship
(Anticipated Graduation Date – March 2017)

Rochester, NY

EXPERIENCE:

Project Coordinator - Integrations Analyst

Rochester Regional Health, Human Resources
September 2015 - Present

Rochester, NY

- Design, develop, test and support a Performance Appraisal process for a system of 16,000 employees
- Work with the HR Team in further integration projects of a newly-merged healthcare system
- Reporting and generation of business intelligence through data analytics in order to support operational problems (i.e. turnover, retention), diversity initiatives as well as legal issues
- Calculate the total current cost of the Employee Benefits relating to RRH Health Insurance Coverage
- Further benefits analysis for the forecast cost of Retirement Plan contributions
- Utilize Workday (HRIS) to support day-to-day business intelligence needs of a growing and ever-changing healthcare environment
- Develop dashboards for operational improvement projects, write the manual for reporting practices

Information Analyst - Operations Coordinator

University of Rochester – Office of Admissions
March 2013 – September 2015

Rochester, NY

- Managed the operation of incoming information for Undergraduate Admissions and Financial Aid
- Managed the Imaging and Content Management Systems of the Financial Aid and Admissions Office
- Responsible for the hiring, training and managing of the Document Control Team
- Generated reports for analyzing marketing logistics, campaigns, and strategies
- Successfully decreased the General Postage (mailing) Budget; International Mailing Budget lowered to less than 22% from previous year

Admissions Associate / Reader

Rochester, NY
September 2010 – March 2013

- Represented the University in various diversity and outreach forums and activities
- Translated Admissions and Financial Aid communications from English to Spanish
- Planned the Assistant Dean of Enrollment's logistics for the Puerto Rico and Dominican Republic recruitment tour for 2011 and 2012

SKILLS

Languages English – native working proficiency
 Spanish – native working proficiency

Software Mac OS, Microsoft Windows, Microsoft Office Suite, Microsoft Project, SPSS,
 HTML, Campaign Enterprise, Connect CRM, FileMaker, Workday

INTERESTS Emotional intelligence, problem solving, innovation, web development, entrepreneurship, trading