

Career Connectors: Human Resources Analyst

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I initially went to the University of Puerto Rico. There, I studied Labor Relations, and I did a second degree in Human Resources. I actually have a Master's degree in Human Resources Management. I took it online while I was working.

How I use the "4 Cs" in my job:

Communication – Ongoing, open communication with both employees and supervisors is important so that they know what's going on and that things are being handled.

Collaboration – The ability to collaborate takes good relationships. You'll always work in a team environment, and there will be times that you don't have the answer, but maybe your co-worker does.

Critical Thinking – There's a lot of data to deal with. It has to be analyzed and interpreted so that decisions can be made based on the data we have.

Creativity – When you work with employees, maybe there's an issue that they have that they want you to fix. So, you need to be able to think "outside the box" to find a creative solution.

"What excites me about working in a manufacturing facility is that you're actually able to see the product that you're making. You're able to see how the company makes money. I love my job. I love working with people. I love my team."



What does a Human Resources Analyst do?

- ◇ Analyze data for hiring, turnover and other personnel issues
- ◇ Organize data to help supervisors see trends and make decisions

Useful classes to take:

- ◇ Psychology
- ◇ Speech/Debate/Communication
- ◇ Statistics
- ◇ Business

What skills are required for this position?

- ◇ Good Communication
- ◇ Relationship Building

Potential Salary Range:

\$45,000 – 97,000 according to [Glass Door](#)

My advice for students is: "It's very hard to work while you study, but it's definitely worth it. You can do it. You can do it if you put your mind into it."

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