

ANDREW ROBINSON

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Charlotte, North Carolina

UKG Systems Specialist | HRIS & Payroll Technology | Process Optimization

Professional Summary

Tech-savvy UKG Systems Specialist with over 5 years of experience in payroll operations, HRIS configuration, and cross-functional process improvement. Proficient in UKG Pro, WFM, Cognos BI, and automation via Power Automate. Recognized for delivering streamlined HR solutions, optimized workflows, and strategic reporting tools aligned with organizational goals.

Skills

- HRIS Platforms: UKG Pro, WFM, ADP
- Multi-State and Multi-Country Payroll Processing
- Complex Payroll Scenarios: Tax Equalization and Ex-Patriot Hypo-Tax
- Reporting & Analytics: Cognos BI, Excel (advanced), Power Automate
- HR Operations: Payroll, Benefits Administration, Onboarding, Recruiting
- Process Improvement: Automation, SOP Development, Training Delivery
- Soft Skills: Communication, Collaboration, Time Management, Adaptability

Professional Experience

UKG Systems and Payroll Specialist

Evenflo Company, Inc. — Miamisburg, Ohio | Jan 2024 – Present

- Administer UKG Pro across HR, Payroll, and WFM for 700+ employees.
- Process semi-monthly payroll for US, Canada, and China employees
- Rebuilt UKG homepage to streamline navigation and improve user engagement.
- Automated onboarding, compliance, and reporting tasks with Power Automate.
- Created and maintained BI dashboards and burst reports for payroll accuracy.
- Led a multi-phase UKG training rollout to improve manager self-service.
- Partnered cross-functionally to implement policy-driven system changes

Human Resources Manager

American Pride Lawn and Landscaping — Centerville, OH | Jun 2020 – Dec 2023

- Launched and managed payroll systems (UKG Kronos, ADP).
- Maintained payroll accuracy and compliance for 70+ employees.
- Directed benefit programs including renewal negotiations and enrollments.
- Led recruitment, onboarding, and performance evaluation processes.
- Managed foreign visa program and related compliance reporting.

Store Director

Starbucks — Lexington, KY & Dayton, OH | Nov 2017 – Apr 2020

- Directed store operations, hiring, budgeting, and customer experience.
- Drove 20% YoY sales growth and district-best customer connection metrics.
- Strengthened team retention by building a supportive culture.

Store Director

Teavana — Midwest Region | May 2011 – Oct 2017

- Managed 10 store locations across the Midwest.
- Exceeded performance goals through effective team development and leadership.
- Fostered high-performing teams aligned to company values.

Certifications

- Notary Public, Ohio (Jul 2022 – Jul 2027)
- UKG Certifications
 - WFM Business Structure Hierarchy
 - UKG Pro Reporting
 - UKG Pro Payroll - US
 - UKG Pro Payroll - Canada
 - UKG Pro System Management