

Wu, Yi-Chen (Joyce)

December 12, 2019

Ms. Lani McGill
Business Lead – HR Foundations
Integrated Renewal Program
The University of British Columbia
FERIC 2601 East Mall
Vancouver, BC V6T 1Z2

Dear Ms. McGill,

I am writing with strong interest in the Subject Matter Expert, HCM position (Job ID 36232) posted on the UBC Human Resources Careers website. I am a detail-oriented, capable and versatile professional with more than ten years of experience working at UBC. I believe my experience in providing HR support to faculty, staff and students at both the department level and central level will make me a valuable asset to your team.

I am currently working as an Intermediate HR Business Analyst in the HR Information Systems team. I support the central and distributed HR colleagues by conducting HRMS trainings, generating reports, and troubleshooting technical issues related to HRMS. The experience I gained from the exposure to users' common issues with the use of HRMS will be useful for testing and validating future-state HR business processes using Workday methodology.

Prior to working in central HR, I worked as an Administrative Assistant with HR and payroll responsibilities in the School of Nursing. I worked collaboratively with central HR, Payroll, IT, Applied Sciences Dean's office and research centers within the School regarding appointments, reappointments, terminations and job changes. I am the first point of contact when employees and their supervisors have HR and payroll inquiries. I was also responsible for processing salary increases, transfers and reimbursements. With the experience of supporting a mid-sized department with its HR business processes, I will be able to help with testing and validating these HR business processes using Workday methodology.

I also had the opportunity to work as a HR Specialist in the School of Nursing to cover a colleague's leave. I assisted with the onboarding of Postdoctoral fellows, foreign academics, and sessional Clinical Associates by providing them with CWL access, access to their office, information on UBC services available to them, and information about their appointment as outlined in their job offer letter. In addition, I helped with implementation of the Personnel Absence Tracker (PAT) system by calculating and transferring all employees' vacation and sick leave balances to the PAT system. The experience gained from assisting with academic recruitment and onboarding will be useful for examining related processes using Workday methodology.

I am one course away from completing the Business Analysis certificate program at UBC Sauder Continuing Studies. As part of the certificate program, I had exposure to change management and process implementation, business analysis communication, and business analysis planning and project management. The Business Analysis and Systems Design course at BCIT would prepare me for better

understanding of the Workday methodology. The Strategic Human Resources Planning course at SFU Continuing Studies would also prepare me for reviewing business processes at a strategic level.

I am a fast learner and a team player. I would be excited to join your team and provide support as a member of the IRP HCM team. Please find attached a copy of my resume for your consideration. Thank you for your time and I hope to hear from you soon.

Warm regards,
-Joyce