

Natalie Mendoza

Workday Reporting and Prism Analytics Application Consultant

📞 (704) 555-6184

✉️ natalie.mendoza@example.com

🌐 linkedin.com/example/nataliemendoza

📍 Charlotte, NC 28203

STRENGTHS

- 🗨️ **Requirements Translation**
Turned HR conversations into clear designs, acceptance criteria, and secure reporting solutions. Stakeholders gained a shared path forward.
- 🔍 **Reporting Problem Solving**
Traced fields, permissions, pipelines, and source data when outputs looked wrong. That patient review became a trusted habit.
- 📊 **Prism Analytics Delivery**
Built datasets and transformations that blended Workday and external inputs. Teams received cleaner views for planning and operations.
- ✅ **Release Readiness**
Reviewed release impacts, organized regression scenarios, and recorded evidence. A calm checklist kept critical reports ready.
- 👥 **Consultant Mentoring**
Mentored two consultants through reporting patterns and Prism issues. Peers gained practical guidance they could use immediately.

SKILLS

Workday HCM Workday Reporting

Prism Analytics

Advanced Reporting

Composite Reporting

Matrix Reporting Trend Reporting

Calculated Fields Data Pipelines

Workforce Analytics

Workday Security

Requirements Gathering

Functional Design

SUMMARY

Workday **Application Consultant** with six years of experience delivering HCM reporting, **Prism Analytics**, and packaged application solutions for HR and business stakeholders. Five years of hands on **Workday Reporting experience** support Advanced, Composite, Matrix, and Trend reports, complex Calculated Fields, dashboards, security, business processes, and reporting frameworks. More than three years building Prism data sources, datasets, transformations, pipelines, and dashboards that blend Workday and external planning data. Leads requirements sessions, functional design, documentation, testing, release impact assessment, regression validation, troubleshooting, and **end user training**. Partners with developers on configuration, enhancements, and extensions while protecting governance and data quality. Workday Prism Analytics Certified and ready to apply practical judgment, clear communication, and disciplined delivery within a collaborative consulting environment.

EXPERIENCE

Senior Workday Reporting Consultant

Blue Ridge Digital Partners 📅 March 2025 - Present 📍 Charlotte, NC

Leads reporting and analytics delivery for a Workday HCM environment serving approximately 9,000 employees. Guides consultants, stakeholders, testing, **governance**, and production readiness across reporting and Prism initiatives.

- Led **Workday HCM** reporting delivery for 9,000 employees, strengthening **workforce planning** decisions.
- Designed Advanced, Composite, Matrix, and Trend reports with **Calculated Fields** and role based security.
- Built Prism **datasets** and transformation pipelines blending Workday workforce data with external planning inputs.
- Facilitated requirements sessions and documented processes, functional designs, acceptance criteria, and dependencies.
- Assessed Workday releases and coordinated **regression testing** across critical dashboards and reports before production.
- Mentored two consultants on Prism troubleshooting, reporting patterns, documentation, and governance during delivery.

Workday Reporting and Prism Analytics Consultant

Piedmont HCM Solutions 📅 July 2023 - February 2025 📍 Raleigh, NC

Delivered Workday Reporting and Prism Analytics solutions for multifunctional HR teams. Combined analysis, **configuration**, testing, documentation, and training activities that improved reporting usability and stakeholder confidence.

- Delivered **Workday reporting** and Prism solutions for multifunctional HR teams, improving operational visibility.
- Developed Prism **data sources**, datasets, **transformations**, and pipelines using external operational files.
- Built Advanced, Composite, Matrix, and Trend reports with calculated logic for staffing scenarios.
- Diagnosed data quality, security, performance, and transformation issues through structured source tracing.
- Contributed unit and **integration testing** by documenting evidence and validating configuration behavior.
- Produced functional, technical, and **reporting documentation**, then trained end users on new dashboards.

Workday Reporting Analyst

Summit People Systems 📅 June 2021 - June 2023 📍 Greensboro, NC

Supported Workday HCM reporting for staffing, workforce movement, compliance review, and management analysis. Translated HR requirements into secure reports, test cases, documentation, and dependable reporting workflows.

Integration Testing

Stakeholder Management

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Workday Reporting Consultant at Blue Ridge Digital Partners (1.6 Years)

● Workday Reporting and Prism Analytics Consultant at Piedmont HCM Solutions (1.6 Years)

● Workday Reporting Analyst at Summit People Systems (2 Years)

● HRIS Reporting Associate at Carolina HR Technology Services (7 Months)

- Supported **Workday HCM** reports for staffing, workforce movement, compliance review, and management analysis.
- Created Advanced and Matrix reports with **Calculated Fields**, reducing manual reporting preparation.
- Gathered HR requirements and converted them into designs, test cases, and secure configurations.
- Investigated discrepancies through **business processes**, calculated logic, security domains, and source fields.
- Supported release testing by inventorying affected reports, executing regression scenarios, and documenting results.
- Prepared early Prism use cases and validated outputs before later pipeline ownership.

HRIS Reporting Associate

Carolina HR Technology Services 📅 October 2020 - May 2021 📍 Winston Salem, NC

Supported HRIS reporting operations while transitioning into Workday HCM, business processes, and security. Maintained recurring reports, documented requests, and resolved routine data and access issues under senior review.

- Supported HRIS reporting operations during transition into **Workday HCM** and security processes.
- Maintained recurring workforce reports and validated employee, organization, staffing, and transaction data.
- Built foundational Workday custom reports using prompts, filters, fields, and calculated logic.
- Documented reporting requests, data definitions, testing steps, and user guidance for consistent support.
- Executed unit test scenarios for report changes and recorded expected versus actual results.
- Resolved routine reporting issues through structured analysis of source data and access permissions.

PROJECTS

Workforce Planning Prism Data Hub 📅 2025

Connected Workday workforce data with external planning inputs through Prism datasets and transformations. Shared goals, clear data ownership, and practical validation supported trusted workforce analysis for stakeholders.

Workday Release Readiness Program 📅 2024

Created a repeatable review process for release impacts across reports and dashboards. Partner coordination, regression evidence, and clear communication supported dependable production readiness.

LEADERSHIP & AWARDS

- Recognized by consulting leadership for sustained ownership of Workday reporting delivery and stakeholder support.
- Selected to mentor consultants on Prism troubleshooting, reporting patterns, documentation, and governance.
- Earned client confidence through clear requirements sessions, testing evidence, and dependable release preparation.

EDUCATION

Bachelor's Degree in Business Information Systems

University of North Carolina at Greensboro 🎓 GPA: 4.0 📅 2020 📍 Greensboro, NC

Coursework: Workday HCM, business processes, information systems, data analytics

CERTIFICATIONS

- Workday Prism Analytics Certification 📅 2024
- Workday Reporting Certification 📅 2022

TECHNICAL SKILLS

- **Workday Reporting:** Advanced Reporting, Composite Reporting, Matrix Reporting, Trend Reporting
- **Prism Analytics:** Datasets, Data Sources, Dashboards, External Data Blending
- **Data Engineering:** Transformations, Data Pipelines, Source Validation
- **Calculated Fields:** Complex Logic, Prompts, Filters, Derived Values
- **Workday HCM:** Employee Data, Staffing, Workforce Movement, Organizations
- **Security Configuration:** Security Domains, Role Based Access, Permissions
- **Testing Methods:** Unit Testing, Integration Testing, Regression Testing
- **Business Processes:** Process Mapping, Configuration, Workflow Analysis
- **Documentation:** Functional Design, Technical Design, Reporting Documentation
- **Delivery Practices:** Requirements Gathering, Release Assessment, End User Training

PROFESSIONAL AFFILIATIONS

- Workday reporting and analytics practitioner supporting HR technology delivery in Charlotte.
- Business information systems graduate connecting data quality, process design, and practical stakeholder outcomes.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST