**David C. Matter**

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Beckley, WV 25801

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**Career Objective:**

Interested in working as a compensation analyst with “Techtronic Inc.,” and provide support to the HR team in developing a reasonable and competitive salary and compensation packages that can help in retaining skilled employees.

**Summary of Skills:**

* Strong knowledge of human resources activities and compensation and benefits packages
* Experienced in performing internal and external survey and developing salary structure
* Strong attention to detail with abilities to analyze data and review company operations
* Expert in working with Excel, MS Access, and customized database software
* Strong knowledge of labor laws and recruitment procedures
* Skilled in handling multiple projects and working under pressure

**Work Experience:**

Compensation Analyst

Dreamland Association, Beckley, WV

October 2014 - Present

* Collecting and analyzing internal and external data and comparing salary structures for a particular job title
* Recommending, developing, and implementing a reasonable and competitive salary and compensation structure for employees
* Reviewing and modifying recruitment procedures and assisting the HR team
* Evaluating job titles and ensuring they are appropriate to the skills used and configuring pay grades
* Planning and designing incentive plans for highly-skilled employees and attracting new talents
* Ensuring compensation and bonus programs are competitive with other businesses
* Consulting doctors to understand seriousness of injuries and determining fair compensation amount for workers injured at work

Compensation Analyst

City Hospital, Beckley, WV

February 2013 - September 2014

* Performed review on annual salary and bonus programs and provided recommendation to the management
* Developed budgets and compensation structures to create better work environment and maximizing retention of talented employees
* Conducted internal and external survey on salary structure of other business and present reports to the higher authorities
* Evaluated job title, job descriptions, and provided salary recommendations
* Reviewed and modified internal operating procedures for the HR department
* Updated employees data in the employee directory and assisted in the setup of HR modules

**Education:**

* Bachelor's Degree in Business Administration
ABC University, Beckley, WV
2011
* Certified Compensation Professional
ABC Technical Institute, Beckley, WV
2012

**Reference:**

On request.