

Jano Lehocký

Reporting & Analytics Specialist

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With over 10 years of experience in HR operations and extensive expertise in data analysis and client management, I have honed my skills in providing exceptional customer service and technical support. My background in managing complex business scenarios, supporting HR processes and delivering tailored reporting solutions has equipped me with the ability to understand and address customer needs effectively. I excel in clarifying technical requirements, resolving issues, and ensuring customer satisfaction through strong communication and problem-solving skills. Fluent in both French and English, I am adept at working independently and collaboratively in a remote capacity. My technical proficiency, combined with a passion for helping clients, makes me a valuable asset for any customer support role.

Personal Details

Highest Level of Education: Bachelor's Degree

Total years of experience: 23

Work Experience

Reporting Analyst

Suncor-Calgary, AB

May 2021 to Present

- Experienced in building and maintaining Workday dashboards, discovery boards, matrix reports, advanced reports, composite reports, calculated fields, and Prism data imports.
- Practiced in maintaining field/report naming standards, monitoring report usage levels & applying report performance tuning methodology.
- Experienced in probing clients to ensure the reporting solution truly addresses their business requirements and still adheres to HR privacy policy.
- Support complex HR data reporting requests from both SAP and Workday systems.
- Design flexible reporting products to meet varying degrees of data analysis capabilities of HR team members in order to promote and facilitate a self-serve delivery model (reports, dashboards).
- Collaborate with team members to manage ServiceNow queue, create and maintain a ServiceNow dashboard to efficiently prioritize incoming reporting requests and monitor service levels.
- Leverage strong partnerships with other HR Centers of Excellence to coordinate and collaborate to develop the best reporting solutions. (benefits, privacy, time, payroll, labour relations)
- Experience with People Data generated from workday HCM. Payroll, Benefits, Time & Absence, Recruiting, Talent, Compensation, Workforce Planning, and Learning modules.
- Familiar with data governance principles and how they apply to HR data. (one source of truth, privacy, auditability, compliance, security, accuracy)
- Create and maintain knowledge articles for my team as a designated member of HR's operational knowledge community.
- Lead tester for HR Reporting & Analytics for 2024 R2 Workday release

Analyst Workforce Planning & Org Management

Suncor-Calgary, AB

January 2020 to April 2021

- Trained team on reorganization process and provided recordings in Microsoft Stream for reference (8 videos).
- Managed downsizing and employee redeployment project.
- Set up visual task boards and dashboard in ServiceNow.
- Created process documentation to improve based on past learnings.
- Delivered complex data requirements on short notice.
- Trained and recorded sessions for payroll error correction process.

Workforce Analyst

Suncor-Calgary, AB

February 2017 to December 2019

- Initiated a continuous improvement project to automate metrics to free up WFA time as Metrics Lead for Org Management, resulting in a 50% reduction time spent preparing metrics.
- Coordinated team testing efforts in my capacity as User Acceptance Test Lead.
- Pioneered Citizen Developer - RPA (Robotic Process Automation) - worked on automating part of the onboarding process.
- Managed organizational changes for 6,687 Upstream positions.
- Analyzed and visualized Job / Grant of Authority overrides on positions to help Finance understand the data and make decisions for corrective action.
- Trained team how to use Audit & Compliance Tool to correct master data errors.
- Provided advice and collaborated with Contractor Administration to deliver successful results and launch of Supply Chain bot.
- Developed a Power BI report of my own initiative to help understand and report on data quality and volume of changes in SAP.
- Sought out to provided advice how to leverage Power BI to efficiently create call center operational reports.

HR Process & Systems Analyst

Suncor-Calgary, AB

December 2014 to January 2017

- Wrote manual for Reorganization Process & did all testing & training.
- Produced Metrics for HR Organizational Management.
- Developed rules for Audit & Compliance Tool.
- Developed and tested new function for adding and removing cost center ownership.

Business Process Specialist

Suncor-Calgary, AB

March 2014 to November 2014

- Contributed a major company project that resulted in significant HR Systems improvements.
- Resolved defects through frequent communication and meetings with developers from diverse cultures.
- Authored all training materials for organizational management workflow tool and reorganization application.

Education

University Degree in Bachelor of Commerce

Laurentian University-Sudbury, ON

September 1996 to September 2000

Skills

- ServiceNow (5 years)
- Workday (3 years)
- Python (Less than 1 year)
- Requirements Gathering (10+ years)
- Analytics (7 years)
- Consulting (5 years)
- Data Analytics (7 years)
- Customer service (10+ years)
- Visio (5 years)
- SharePoint (5 years)
- SQL (Less than 1 year)
- Business Requirements (10+ years)
- Power BI (2 years)
- Workday Prism (Less than 1 year)

Languages

- English - Advanced
- French - Fluent

Certifications and Licenses

Workday HCM Pro Reporting

January 2025 to January 2027

This certification demonstrates knowledge and expertise via testing using a proctored examination of 50 questions. No resource material is allowed.

Knowledge areas tested are as follows:

Report writing

Calculated fields

Advanced reporting

Discovery Boards

Trended Workers Datasource and reporting

Config Catalog

Composite Reports

Human Capital Management

https://www.credly.com/badges/9e321f79-2c21-448e-b6ec-2f04df6d200c/public_url

Google Data Analytics

September 2021 to June 2022

The Google Data Analytics Professional Certificate requires completion of eight courses, developed by Google, that include hands-on, practice-based assessments and are designed to prepare for introductory-

level roles in Data Analytics. Completion of the certificate demonstrates competence in tools and platforms including spreadsheets, SQL, Tableau, and R. Great attention is focused on know how to prepare, process, analyze, and share data for thoughtful action.

ServiceNow Fundamentals

March 2020 to December 2020

The course summarizes fundamental platform features by:

- Describing the ServiceNow user interface
- Providing a summary of the database schema
- Demonstrating uses for commonly accessed applications
- Introducing advanced functionality, such as scripting and application development

The course weaves a scenario throughout to present real world, relevant lab exercises. The class features extensive hands-on practice and reinforcement delivered in a variety of labs.

Publications

The Hacking of America: Who's Doing It, Why, and How

<https://www.amazon.ca/Hacking-America-Whos-Doing-Why/dp/1567204600>

November 2002

Through a research course taken as part of my degree, I helped gather primary source data via a survey for a book that was written by the participating professors.

The book to uses previously validated psychological inventories to explore and profile the personalities and behavioral traits of more than 200 self-admitted hackers. Many of the profiled are at the top of their game, revered by both the good hackers (white hats) and their more malevolent peers (black hats).

Additional Information

Personal Interest & Activities:

- Hiking & Backpacking
- Gardening
- Archery
- Analyzing markets and companies / stock market investing