Allyson Condra

Elkins, WV 26241 | (502) 612-4121 | allysoncondra@gmail.com | www.linkedin.com/in/allyson-condra-6a68b5125

Objective

Motivated professional transitioning from payroll and talent acquisition into data analytics, supported by a Data Analytics Professional Certificate. I bring strong communication, client support, and process-improvement skills, along with a passion for uncovering insights and turning complex data into clear, actionable information. Seeking an opportunity where curiosity, collaboration, and continuous learning are valued.

Technical Skills

- Data Analysis
- Spreadsheet Software
- Business Analysis
- Business Communication
- Data Visualization
- Data Management
- Microsoft Suite; particularly Excel, Word, Powerpoint
- ADP TotalSource/ADP WorkForce Now
- Workday
- Quickbooks
- Canva, some Adobe Publisher

Professional Experience

Payroll Business Partner — Remote
ADP — July 2022 - February 2025

- Supported client administrators with payroll setup, implementation, and ongoing needs
- Provided training on payroll processes and ensured compliance with relevant regulations
- Configured and managed payroll components including: calculations, time cards, PTO policies, tax withholdings, deductions, reporting, and documentation.

Talent Acquisition Coordinator — Louisville, KY
ARGI Financial Group — February 2022 - June 2022

- Identified and sourced candidates for a variety of financial and operational roles
- Posted job openings and actively recruited using platforms such as ADP and LinkedIn
- Communicated with candidates through email, phone, and Zoom
- Conducted phone screenings to evaluate potential candidates
- Coordinated and scheduled interviews with department Hiring Managers
- Created job descriptions, offer letters, and salary recommendations

Congregational Care Administrator — Louisville, KY
Second Presbyterian Church — August 2017 - March 2020

- Created and distributed weekly and monthly communications
- Provided administrative support to the Fellowship and Outreach Committees, as well as the Board of Deacons
- Maintained and updated membership data
- Managed calendars and scheduled events
- Served as receptionist, handling front-desk responsibilities and inquiries

Education

Data Analytics Professional Certificate | NewForce, Workforce WV | November 2025

Bachelor of Music Ministry | Visible School of Worship, Music and Arts | graduated May 2005
- Intern to the President, 2004-2005 school year

Associate of Arts Degree | Central Oregon Community College | graduated May 2003

*References available upon request.