Eric Alexander Portillo

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Experienced and mission-driven HR professional with 7+ years of progressive leadership across federal and higher education environments. Proven success managing large-scale HR operations, workforce planning, and compliance within federal, state, and institutional frameworks. Adept at leading cross-functional teams, implementing strategic initiatives, and optimizing HRIS to support national programs and academic goals. Mission driven to enhance human capital strategies, develop operational efficiency, and ensure regulatory alignment.

Core Competencies

- Workforce Planning and Development
- Employee Relations and Engagement
- HRIS and Data Analytics (Workday, PeopleSoft)
- Compensation Modeling
- Regulatory Compliance (Federal, State, Institutional)
- Project and Program Management
- International Hiring and Onboarding
- OPSEC and Information Assurance
- Process Automation and AI in HR

Education and Professional Development

- Bachelor of Science, Business Administration (HRM option) California State University, Los Angeles
- Strategic Human Resource Leadership Diploma — Cornell University, School of Industrial and Labor Relations
- Global Leadership Diploma — Harvard Business School, Executive Education
- Masters Business Administration and GHRM, American Military University, West Virginia (In progress)

Professional Experience

Senior HR Specialist, Ira A. Fulton Schools of Engineering, Arizona State University Tempe, AZ | 2021–Present

- Coordinate HR operations and workforce planning for one of ASU's largest engineering colleges, ensuring compliance with federal, state, and university policies.
- Streamline HRIS workflows and reporting to improve data accuracy, reduce administrative overhead, and support fiscal planning and growth.
- Lead international hiring and onboarding across 40+ countries annually in alignment with global labor laws and institutional policies.
- Advance automation and AI initiatives to improve HR practices and service delivery within engineering schools.
- Partner with academic and administrative leaders to align talent strategies with academic success and operational objectives.

Key achievements:

- Spearheaded HR planning and talent alignment for multiple engineering units, enhancing service efficiency for students, faculty, and staff.
- Improved HRIS data integrity and cycle-time through standardized workflows and reporting.
- Two-time appointee to the Fulton Schools Rewards & Recognition Committee. Administrative

Administrative Operations Supervisor, U.S. Census Bureau Los Angeles, CA | 2019–2021

- Managed end-to-end administrative operations across field, regional, and corporate offices supporting 2,000+ staff across seven western states.
- Led cross-functional teams in recruiting, operations, technology, payroll, and employee relations to ensure seamless delivery of national programs.
- Directed data analytics and compliance reporting for a proprietary federal HRIS, supporting audits and regulatory submissions.
- Oversaw quarterly scheduling and fiscal-year initiatives, optimizing resource allocation and process efficiency.

Key achievements:

- Strengthened HRIS data integrity and compliance, contributing to successful audit outcomes and operational efficiencies.
- Completed 90 hours of professional federal development in project management, automation, and leadership; applied skills to streamline workflows and scale systems.
- Earned three consecutive promotions in FY 2020 for performance excellence across administrative, HR, and operational domains.

Certifications and Clearances

- US Secret Clearance
- AZ Clearance Card
- HR certifications (State, Federal, University)
- Intellectual Property Certificate
- Google Project Management Specialization — Hire Our Heroes Fellowship Certifications

Technical Skills

- MS 365 Suite
- Workday, PeopleSoft (HRIS)
- Payroll and Time Management Systems
- Smartsheet (Project Management)
- Federal Hiring (USAJOBS)
- Information Assurance and Cyber Security
- AI and Prompt Engineering

Awards and Recognition

- Fulton Schools Rewards & Recognition Committee, two-time appointee (ASU)
- Three consecutive promotions (U.S. Census Bureau, FY 2020)
- Honorable US Veteran – US Army & Air Force Reserves
- City of Goodyear - LEAD program for elected & non-elected officials

Name: ASU - SCAI Training & Development 2025	Content Type	Completion Status
EHS Campus Safety - ASU California Center	Digital Course	Completed
EHS Office Safety	Digital Course	Completed
EHS LA Earthquake awareness and preparedness training	Digital Course	Completed
Learn AI for Staff: Create AI Platform	Digital Course	Completed
LA Community of Care Training for Employees	Digital Course	Completed
Mailroom screening and security awareness	Digital Course	Completed
The Connected Leader: Foundations of Inclusive Leadership	Digital Course	Completed
Check-In for employee	Program	Completed
Check-Ins for employees	Digital Course	Completed
ASU PM Network- Intersection of AI and Project Management	Course Offering	Completed
Salesforce Recruitment & Admissions Training	Digital Course	Completed
Talent Acquisition Certification Training Program	Course Offering	Completed
Finalizing Your Retirement	Course Offering	Completed
Add Additional Jobs	Digital Course	Completed
Workday HCM Training	Program	Completed
Hire and Onboarding	Digital Course	Completed
Manage Job Requisitions	Digital Course	Completed
Compensation	Digital Course	Completed
Manage Positions	Digital Course	Completed
Payroll Accounting	Digital Course	Completed
Terminations and Ending Jobs	Digital Course	Completed
Contingent Workers	Digital Course	Completed
Academic Appointments	Digital Course	Completed
Change Job	Digital Course	Completed
Absence Management	Digital Course	Completed
Time Tracking and Time Reporting	Digital Course	Completed
Introduction to Add Additional Job	Digital Course	Completed
Introduction to Hire and Onboarding	Digital Course	Completed
Recruit and Hire Academic Personnel	Digital Course	Completed
Recruit to Hire	Digital Course	Completed
Introduction to Job Requisitions	Digital Course	Completed
Introduction to Compensation	Digital Course	Completed
Introduction to Managing Positions	Digital Course	Completed
HCM Core Concepts	Digital Course	Completed
Introduction to Reports	Digital Course	Completed
Introduction to Workday	Digital Course	Completed
HCM Core Concepts	Digital Course	Completed

ASU Charter, Mission, and Goals	Digital Course	Completed
Introduction to Reports	Digital Course	Completed
Generative AI for Staff Module 5 - Evaluating Outputs	Digital Course	Completed
Generative AI for Staff Module 4 - Designing Prompts	Digital Course	Completed
Generative AI for Staff Module 3 - Ethics and Responsible Use	Digital Course	Completed
Generative AI for Staff Module 2 - Awareness of Generative AI Applications	Digital Course	Completed
Generative AI for Staff Module 1 - Fundamentals of Generative AI	Digital Course	Completed
Payroll Reconciliation Process in Workday HCM	Digital Course	Completed
Generative AI for Staff at ASU	Program	Completed
FERPA Tutorial for System Access	Digital Course	Completed
Time Tracking and Time Reporting	Digital Course	Completed
ASU Clery Act Campus Security Authority Training	Digital Course	Completed
EHS Bloodborne Pathogens General Awareness Training	Digital Course	Completed
EHS ASU Community of Care Training for Employees	Digital Course	Completed
ASU Preventing Discrimination and Harassment	Digital Course	Completed
ASU - Your Duty to Report	Digital Course	Completed
ASU Information Security Training 2025	Digital Course	Completed
EHS Annual Fire Safety and Prevention Training	Digital Course	Completed
Work+ Student Employment Supervisor Foundations	Digital Course	Completed
OPO OECoP Book Club Leaders Eat Last: Why Some Teams Pull Together and Others Don't	Course Offering	Completed
HIPAA for Covered Entity Employees - 2025	Digital Course	Completed
ASU Authorized Driver Training	Program	Completed