

Edwin Victor Franco

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HRIS ANALYST | HR SYSTEMS | DATA & WORKFLOW OPTIMIZATION

HRIS-focused systems professional with hands-on experience designing, building, and maintaining internal HR systems aligned to real-world operations. Known for improving data integrity, streamlining workflows, and reducing manual effort through system design and process optimization.

Brings a cross-functional background spanning HR operations, system administration, and data management, with a strong focus on making systems reliable, usable, and aligned with how teams actually work.

CORE SKILLS

HRIS Management, Data Integrity, Employee Data Systems, Reporting & Dashboards | Workflow Automation, Process Optimization, System Configuration & Maintenance | Onboarding/Offboarding, Access Control, Compliance & HR Operations | SQL, MS Access, Data Structures, Reporting Tools | System Troubleshooting, Root Cause Analysis, Documentation & Training | Cross-Functional Support, End-User Training, Process Documentation

PROFESSIONAL EXPERIENCE

Spellgather LLC – Founder / Lead Developer

Oct 2025 – Present

Live: www.spellgather.com | GitHub: github.com/evictme (code available upon request)

- Designed and built a full-stack application with real-time workflows, including structured data handling and user interaction systems
- Developed backend data structures and logic to support reliable tracking, reporting, and system behavior

European American Association – Operations / Systems / HR Lead

2011 – 2016 | 2018 – 2025

- Designed, built, and maintained a custom HRIS (MS Access, SQL), supporting employee data management, reporting, and daily HR operations across the organization
- Managed employee lifecycle data including onboarding, offboarding, status changes, and credential provisioning across systems
- Maintained data integrity and consistency across systems, ensuring accurate reporting and compliance in a regulated environment
- Created and maintained reports, tracking systems, and audit tools to support HR, operations, and leadership decision-making
- Identified inefficiencies in manual processes and implemented workflow automation, reducing operational workload by ~65%
- Supported compliance-related tracking and documentation, ensuring alignment with regulatory requirements and internal policies
- Served as the primary point of contact for HR system issues, troubleshooting errors and resolving data inconsistencies
- Built and maintained system documentation, user guides, and internal processes to support staff adoption and consistency
- Collaborated with leadership to gather requirements and develop system improvements aligned to operational needs
- Supported system integrations, data flow, and infrastructure needs including remote access, cloud tools, and internal platforms

PROJECT HIGHLIGHTS

- Built an HRIS-based tracking system that improved data accuracy and reduced manual data handling across departments
- Developed workflow automation tools that reduced document processing time and increased operational efficiency
- Designed audit and reporting systems to support compliance, internal tracking, and leadership visibility
- Identified and resolved system-level issues impacting database stability and implemented safeguards to prevent recurrence

PROJECTS

Scribex – Embedded Hardware System | www.spellgather.com/scribex

- Built an ESP32-based device and resolved hardware/software issues to achieve stable interaction and control