

# Matthew Maus

**AI & Automation Builder, HR**

Minneapolis, MN
(952) 567-3375
mattmaus17@gmail.com
linkedin.com/in/matthew-maus

## SUMMARY

People Operations specialist who builds the AI agents and automations HR runs on. At VitalEdge Technologies I automated the payroll cycle, onboarding, the employee help desk and high-volume HR forms end to end, working hands-on in Python, SQL, APIs and Claude Code while running day-to-day payroll, benefits and leave for about 1,000 employees. A background in psychology research and people analytics means every build starts from the process and the people in it.

## AI & AUTOMATION SKILLS

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| **AI and agents** | Claude Code (orchestrated multi-agent builds), Claude SDK, MCP, LLM chatbots, NLP and open-text analytics |
| **Automation** | n8n, Zapier, Power Automate, REST APIs, integration design, SharePoint |
| **HR platforms** | ADP Workforce Now, Workday, Qualtrics XM, Leapsome, SurveyMonkey |
| **Code and data** | Python, SQL, R, Power BI, Tableau, SPSS, advanced Excel |
| **Methods** | Process auditing, documentation, survey design and validation, regression, factor analysis, attrition modeling |

## EXPERIENCE

### People Operations Specialist

September 2026 - Present

VitalEdge Technologies, Remote

**AI and automation**

- Automated the semi-monthly payroll cycle with Python and ADP APIs, including adjustments such as extra pay, vacation pay, overtime and severance, returning 5+ hours to HR Operations every cycle.
- Automated onboarding end to end, from new hire records through scheduling intro meetings, saving 3+ hours of HR time per hire.
- Built an AI help desk chatbot that classifies employee HR questions by level, answers routine ones and escalates the rest to a person in HR.
- Built an in-house HR ticketing tool with Claude Code, modeled on Asana-style task tracking, to manage employee requests.
- Automated creation of high-volume HR forms (new hire, termination, employee change), removing manual drafting and re-keying.
- Delivered each build solo, using a Claude Code orchestrator session to direct multiple agents, and partnered with IT, Information Security and Legal on data governance, security and compliance.

**People Operations**

- Run core People Operations for about 1,000 employees across the US, Canada, India and Australia: semi-monthly payroll, HRIS data integrity, audits and reporting.
- Administer North American benefits (medical, dental, vision, life, disability, 401(k), RRSP) and leave programs (FMLA, ADA, state and military leave).
- Lead weekly new hire orientations and serve as the first point of contact for employee HR questions, from day one through offboarding.

### People & Culture Project Specialist

June 2023 - September 2026

KLDiscovery, Eden Prairie, MN

- Automated high-volume HR forms (new hire, employee change, termination) with SharePoint and Power Automate, and owned the HR SharePoint site.
- Owned engagement and pulse surveys end to end for about 1,700 employees worldwide, including NLP analysis of open-text comments, contributing to a 15% increase in engagement in one year.
- Built Power BI workforce dashboards and presented findings and recommendations to C-suite and senior leaders.
- Led global performance review analytics and calibration strategy across EMEA, North America and APAC, with dashboards and guidance that supported consistent, equitable decisions.
- Improved the global onboarding experience using employee feedback and retention data, contributing to a 15% increase in six-month retention.

### Lab Coordinator (part-time, remote)

October 2023 - October 2024

Animal Behavior & Cognition Lab, University of Puget Sound

- Ran statistical analyses, data cleaning and validation for canine cognition studies, and co-authored two peer-reviewed papers.

### Customer service, hospitality and direct care roles

2015 - 2023

- Eight years of front-line, people-facing work.

## EDUCATION

### BA Psychology

University of Puget Sound

Dean's List (3x). Todd Kelly Memorial Scholarship.

## PUBLICATIONS

Colbert-White, E., Maus, M. Q., & Tullis, A. (2025). Dogs' (*Canis familiaris*) behavior on a social learning puzzle task is impacted by sex and demonstration but not oxytocin. *Journal of Comparative Psychology*.

Colbert-White, E. N., Anderson, D. C., & Maus, M. Q. (2025). Positive intonation increases the perceived value of smaller rewards in a quantity discrimination task with dogs (*Canis familiaris*). *Journal of Comparative Psychology, 139*(1), 18.