



Lydia Chandra

Human Resources Analyst

📞 (225) 555-6834 ✉️ lydia.chandra@example.com

🌐 linkedin.com/example/lydiachandra 📍 Baton Rouge, LA 70808

SUMMARY

Human resources analyst with five years of progressive experience supporting public sector and regulated workforces across personnel actions, payroll coordination, **employee records**, benefits administration, recruitment, performance processes, and **employee relations**. Skilled in LaGov HCM transactions, **workforce reporting**, vacancy administration, benefits enrollment, retirement information, ADA accommodation workflows, disciplinary documentation, and performance evaluation support. Reviews hires, promotions, transfers, **position changes**, and separations for accuracy before processing. Researches pay, leave, benefits, and organizational assignment discrepancies, then documents corrections under Civil Service requirements. Communicates policy requirements clearly with employees, supervisors, managers, applicants, and leadership. Brings practical judgment, confidential recordkeeping discipline, and steady coordination across geographically distributed operations. Ready to support accurate HR service delivery, compliant workforce decisions, and dependable employee guidance.

EXPERIENCE

Senior Human Resources Analyst

Bayou Regional Transit Authority 📅 January 2025 - Present 📍 Baton Rouge, LA

Lead regional HR operations for a multi site public transportation workforce, supporting personnel and **payroll transactions**, employee relations, benefits, recruitment, records, and workforce reporting through LaGov HCM.

- Reviewed **LaGov HCM** hires, promotions, transfers, and separations before final processing.
- Reconciled pay, **leave accruals**, benefits elections, and assignments against source records.
- Organized performance, discipline, and ADA accommodation records for supervisor review.
- Guided employees through benefits enrollment, life events, and **retirement options**.
- Coordinated vacancy postings, **applicant questions**, and compliance checks for **recruitment**.
- Produced workforce reports on vacancies, staffing actions, and transaction backlogs for leadership.

Human Resources Analyst

Pelican Parish Utilities 📅 May 2023 - December 2024 📍 Gonzales, LA

Supported utility operations through accurate HR transactions, confidential records management, **benefits administration**, recruitment coordination, performance cycle tracking, and policy based **employee guidance**.

- Validated effective dates, position data, **pay** details, and approvals before HR entry.
- Resolved inconsistencies across HR, payroll, leave, and **benefits** records through documented research.
- Reviewed enrollment forms and eligibility documents for annual and life event changes.
- Tracked performance cycle materials and escalated missing documentation for timely resolution.
- Administered vacancy postings, applicant communication, and auditable hiring activity records.
- Provided consistent policy guidance and routed higher **risk employee relations** matters appropriately.

Human Resources Coordinator

Red River Municipal Services 📅 July 2021 - April 2023 📍 Shreveport, LA

Coordinated municipal HR administration across onboarding, payroll setup, **employee records**, benefits, recruitment, performance tracking, and recurring **workforce reporting** for operating departments.

- Checked onboarding forms and approvals before submission to HR and payroll specialists.
- Updated employee files, assignments, leave records, and **benefits** documentation with confidentiality.
- Answered questions about enrollment periods, payroll timing, leave balances, and routine policies.

STRENGTHS

- ✓ **Transaction accuracy**
Reviewed personnel and payroll actions before completion, catching record issues early and giving leaders dependable information.
- 💬 **Employee guidance**
Explained benefits, leave, retirement, and policy steps in plain language, helping employees move forward with confidence.
- 📁 **Record stewardship**
Kept confidential files aligned across systems. A careful comparison often resolved questions before they became larger cases.
- ⚖️ **Compliance judgment**
Applied Civil Service requirements and established procedures when facts were incomplete, then documented a clear path for review.
- 👥 **Recruitment coordination**
Managed postings, applicant questions, and supporting materials with steady follow through, giving hiring teams cleaner decisions.

SKILLS

Human Resources Operations

LaGov HCM Personnel Actions

Payroll Coordination

Employee Records

Benefits Administration

Retirement Support

Recruitment

Workforce Reporting

Performance Evaluations

Employee Relations

ADA Accommodations

Civil Service Compliance

Policy Interpretation

HR Documentation

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Human Resources Analyst at Bayou Regional Transit Authority (1.8 Years)

● Human Resources Analyst at Pelican Parish Utilities (1.6 Years)

● Human Resources Coordinator at Red River Municipal Services (1.8 Years)

● HR Assistant at Magnolia Administrative Services (8 Months)

- Prepared **vacancy announcements**, **recruitment** schedules, and complete applicant review materials.
- Tracked evaluation due dates and assembled supervisor packets for department follow up.
- Built weekly spreadsheets covering headcount, vacancies, personnel changes, and onboarding status.

HR Assistant

Magnolia Administrative Services 📅 October 2020 - June 2021 📍 Monroe, LA

Supported public service clients with supervised personnel administration, benefits materials, recruitment records, time and leave review, correspondence, and foundational **compliance documentation**.

- Organized personnel files and entered approved employee changes for public service clients.
- Prepared new hire packets and routed completed **benefits** documents to contacts.
- Scheduled interviews and protected confidential applicant information throughout **recruitment** coordination.
- Reviewed time, leave, and employee reports for obvious discrepancies and exceptions.
- Drafted routine HR correspondence and maintained trackers for open service requests.
- Learned policy based administration through supervised work in records, payroll, and benefits.

LEADERSHIP & AWARDS

- SHRM Certified Professional achievement, 2024
- Progressive public sector HR service recognition, based on five years of advancement
- Workforce reporting and transaction accuracy contribution recognition, based on recurring leadership support

EDUCATION

Bachelor's Degree in Human Resource Management

University of Louisiana at Lafayette 🎓 GPA: 0 📅 2020 📍 Lafayette, LA

Coursework: Human resources, employment law, compensation, organizational behavior, personnel management

CERTIFICATIONS

- SHRM Certified Professional 📅 2024
- Microsoft Office Specialist, Excel 📅 2024

TECHNICAL SKILLS

- **Human Capital Systems:** LaGov HCM, HRIS, payroll systems
- **Payroll Administration:** Payroll transactions, pay validation, effective dates
- **Employee Records:** Personnel files, organizational assignments, confidential records
- **Benefits Administration:** Annual enrollment, qualifying life events, eligibility review
- **Retirement Services:** Retirement options, employee counseling, enrollment support
- **Recruitment Systems:** Vacancy announcements, applicant tracking, candidate communication
- **Workforce Reporting:** Headcount reports, vacancy reports, staffing activity
- **Performance Management:** Performance evaluations, cycle tracking, supervisor materials
- **Employee Relations:** Disciplinary documentation, ADA accommodations, case records
- **Compliance Standards:** Civil Service rules, federal laws, state requirements
- **Microsoft Office:** Microsoft Excel, Microsoft Word, Microsoft Outlook

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management, professional member
- Public sector human resources professional community, participant
- Louisiana human resources practitioner network, participant

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST