



Aanya Chang

Total Rewards and HRIS Intern

☎ (508) 555-2741 ✉ aanya.chang@example.com

🌐 linkedin.com/example/aanyachang 📍 Worcester, MA 01609

STRENGTHS

- 📊 **Compensation analysis**
Built salary range models from job content and benchmarks. Faculty valued clear assumptions and careful interpretation.
- ✅ **Data quality**
Cleaned workforce records with documented checks. A quiet review caught inconsistencies before findings reached presentation.
- ♥️ **Process documentation**
Mapped HR workflows and wrote usable guidance. Classmates found clearer steps easier to follow during enrollment exercises.
- ⚙️ **HRIS aptitude**
Practiced Workday scenarios for worker data and job changes. Test cases made system behavior easier to review.
- 👥 **Collaborative analysis**
Shared findings with faculty and research peers. Feedback sharpened recommendations without losing careful attention to detail.

SKILLS

Total Rewards HRIS

Workday concepts

Compensation analysis

Job profiles Benchmarking

Compensation bands

Employee benefits HR analytics

Microsoft Excel

SUMMARY

Human Resources student pursuing a Bachelor of Science in Human Resource Management, with supervised project experience across compensation analysis, employee benefits, HR analytics, HRIS concepts, and **process documentation**. Built job architecture for 42 roles, compared market benchmarks, modeled **compensation bands**, and translated workforce data into clear reports and recommendations. Used Excel pivot tables, lookup functions, charts, dashboards, and validation checks across a 2,500 record dataset. Practiced Workday training scenarios involving worker data, job changes, reporting, and test case documentation. Research work strengthened data quality, confidentiality, and policy awareness. Academic presentations developed clear communication with faculty audiences. Prepared to contribute dependable analysis, accurate documentation, thoughtful service, and practical improvements across **Total Rewards**, HRIS operations, and **employee experience**.

EDUCATION

Bachelor of Science in Human Resource Management

Worcester State University 🎓 GPA: 4.0 📅 2027 📍 Worcester, MA

Coursework: *Compensation Management, Employee Benefits, HR Analytics, Information Systems*

TECHNICAL SKILLS

- **HRIS Platforms:** Workday concepts, HR information systems, worker data
- **Microsoft Office:** Excel, Word, PowerPoint
- **Excel Analysis:** Pivot tables, lookup functions, charts
- **Compensation Tools:** Salary ranges, compensation bands, market benchmarks
- **Job Architecture:** Job profiles, job descriptions, job content
- **HR Analytics:** Headcount metrics, turnover metrics, trend analysis
- **Benefits Analysis:** Health benefits, retirement benefits, benefit participation
- **Data Quality:** Data validation, reconciliation, source totals
- **Documentation:** Process documentation, system documentation, end user guidance
- **Reporting:** HR reports, dashboards, recommendations
- **Testing:** Test cases, Workday scenarios, formula validation
- **Research Methods:** Source logs, data dictionaries, documented quality rules

EXPERIENCE

Total Rewards and HRIS Analyst, Student Project

Capstone Project 📅 January 2026 - Present 📍 Worcester, MA

Support a supervised capstone focused on job architecture, compensation analysis, Workday concepts, HR metrics, benefits data, workflow mapping, and end user documentation. Translate structured findings into practical recommendations for faculty review.

- Built simulated job architecture for 42 roles using standardized descriptions and documented profile factors
- Compared market benchmarks, salary ranges, midpoints, and **compensation bands** through auditable Excel models
- Configured supervised **Workday** scenarios for worker data, job changes, reporting, and documented test cases
- Developed headcount, turnover, **compensation** positioning, and benefit participation **metrics** from workforce records
- Mapped HR request workflows and produced revised process and **end user documentation**
- Presented **recommendations** to faculty, explaining assumptions, limitations, priorities, and employee impact

Microsoft Office Suite

Process documentation

Data validation Reporting

Trend analysis

LANGUAGES

English

Native

Mandarin Chinese

Intermediate

MY CAREER



- Total Rewards and HRIS Analyst, Student Project at Capstone Project (8 Months)
- HR Analytics Research Assistant at Academic Research (3 Months)
- Compensation and Benefits Analyst, Course Project at University Project (4 Months)

HR Analytics Research Assistant

Academic Research 📅 September 2025 - December 2025 📍 Worcester, MA

Supported faculty research on benefits communication through careful workforce data preparation, **trend analysis**, source review, documentation, and repeatable quality procedures. Shared findings with a small research group and incorporated feedback.

- Prepared de identified workforce records for a faculty led benefits communication study
- Used **Excel** pivot tables, lookup functions, and charts to examine workforce trends
- Created a data dictionary covering fields, permissible values, source notes, and validation checks
- Reviewed compensation and benefits research while maintaining a structured source log
- Drafted repeatable procedures for importing, validating, and reconciling **HR data**
- Presented findings to researchers and incorporated faculty feedback into final analysis

Compensation and Benefits Analyst, Course Project

University Project 📅 January 2025 - May 2025 📍 Worcester, MA

Completed supervised coursework applying compensation, benefits, HR reporting, employee experience, and **information systems** concepts. Built clear analytical workbooks and process materials for classroom review.

- Evaluated case study compensation structure using job content, benchmark data, and internal alignment
- Built auditable Excel workbook for salary range calculations and documented core assumptions
- Compared health and retirement options, summarizing employee cost and coverage considerations
- Created HR dashboards with workforce and benefits measures, validating formulas against source totals
- Documented mock benefits enrollment process and identified clearer end user guidance opportunities
- Presented **recommendations** and answered questions about data quality, **employee experience**, and implementation

PROJECTS

Compensation Framework Analysis 📅 2025

Clear compensation decisions begin with fair structure and useful evidence. This academic analysis connected job content, market benchmarks, salary ranges, and internal alignment so employee experience could inform practical recommendations.

Benefits Communication Study 📅 2025

Useful benefits information can strengthen trust at moments that matter. This research project examined workforce trends and communication findings through organized data preparation, source review, and faculty guided analysis.

LEADERSHIP & AWARDS

- Dean's List, Worcester State University, 2025 and 2026
- Student Research Presentation Recognition, 2026
- Academic Merit Scholarship, 2025
- Events Coordinator, Human Resources Student Association, 2025 - Present

CERTIFICATIONS

- Excel Data Analysis Learning Path, Microsoft Learn 📅 2026
- Human Resources Analytics, Coursera 📅 2026

PROFESSIONAL AFFILIATIONS

- Human Resources Student Association, Events Coordinator, 2025 - Present
- Campus Data Analytics Study Group, Member, 2025 - Present
- Peer Career Workshop Volunteer, 2026

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST