



# CHANDANA PATHAK SHARMA

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## OBJECTIVE

- Seeking a position in the Human Resources/Personnel function where I can utilize my people-oriented skills to develop/promote a positive work environment and make a contribution by being an integral part of a progressive organization.

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## EXPERIENCE

### Career Gap

#### January 2017 - Present

- Took a career hiatus to focus on my marriage and then raise my baby boy, so I can now add parenting to my repertoire. Maintained my link with Human Resources by still being a SHRM Member with doing up-to-date research.

### Computer Sciences Corporation (CSC) - Sterling, VA - Remote role - Fremont, CA Human Resources Coordinator

May 2016 - December 2016

- Worked with the Senior Security Professional and the Advisor, Information Security / FSO with onboarding candidates and auditing GD specific forms received from new hires, rehires, current/existing employees, managers, subcontractors, and vendors for the various business units of our customer (General Dynamics).
- Tracked the appropriate approvals for GD onboarding.
- Maintained the GD security mailbox for any onboarding requests.
- Streamlined the General Dynamics Account Onboarding Access Request Checklist for onboarding.
- Implemented best practices for the overall onboarding process.

### RJ2 & Associates, Inc. (Baxter BioSciences) - Hayward, CA Human Resources Coordinator

June 2014 - December 2014

- Worked with Interim HR Manager to implement buddy system for the new hire orientation process.
- Recruitment Support: Interview scheduling and candidate follow-up for the Executive Assistant and Sr. Staffing Representative via MS Outlook.

- Created voluntary and involuntary HR termination checklists.
- Cleaned the secure internal HR Drive so all Human Resources documents are designated and organized properly.
- HR Administration - created HR forms, cover pages, checklists, organized HR Drive with folders by date along with outlines and created job aids.
- Learned PeopleSoft HRIS to process job codes and supervisor changes, edited organizational charts, current and end of the month new hires/terminations logs of employees and payroll reporting.
- HR Website creation: Worked and entered data in SharePoint HRIS and interacted with the IT Department to ensure which HR forms, job aids, links and documents to post to the website.
- Conducted job description and resume audit for Human Resources and Training purposes.
- Learned and completed ISO Training Modules.

**Rosendin Electric - San Jose, CA**  
**Human Resources Representative**

February 2014 - April 2014

- Worked with HR Director in conducting new hire orientations, new hire paperwork, paycheck processing, leave of absence requests and benefits questions.
- Performed a Fidelity 401(k) benefits audit for all employees to ensure they are updated in the system correctly.
- Maintained and filed HR documents, special events coordination, researched I-9 record retention requirements, I-9 verifications through E-Verify.
- Data entry of new hires and terminations in Oracle HRIS.

**City of Belmont - Belmont, CA**  
**Human Resources Intern**

July 2013 - Nov. 2013

- Worked with the Human Resources Director, HR Management Analyst and other team members including the IS Department to create a summary of benefits for the City of Belmont and Belmont Fire Protection District (BFPD).
- Revamped the City of Belmont's HR website, developed a compensation plan and salary guide, set up and attended HR meetings with other cities to perform benefits research and created benefits flyers.

**City of Pasadena - Pasadena, CA**  
**Human Resources Intern**

Sept. 2012 - Dec. 2012

- Implemented and made critical suggestions along with recommendations to the new hire orientation process and creation of the buddy system.
- Used SHRM as a reference point for best practices guide for onboarding, recruitment, staffing and benefits tasks.
- Collected candidate feedback on the recruitment and selection experience to streamline all the processes online.

- Learned and get expanded use of ATS: NeoGov.
- Screened resumes/employment application of Electrician position in ATS: Neogov.
- Exposed to Nurse and IT recruitment.
- Recruited and sourced for Marketing Manager position applicants.
- Created and implemented recruitment best practices research in public sector agencies.
- Created Bulletin statements to be consistent with jobs.
- Greeted new employees and answered any questions when necessary
- Administered test proctoring and set-up prior to exam for potential candidates.

### **Ivy Child International - Virtual - Pomona, CA**

#### **Human Resources/Recruiting Intern**

July 2012 - Sept. 2012

- Assisted Human Resources Volunteer, HR Team, and Intern/Volunteer Manager with editing and updating the employee handbook with the exit interview, sexual harassment, ADA, supervision and evaluation, employee efforts to other team members when necessary.

### **Tiny Planet, Inc. (AARP) - Lakewood, CA**

#### **Recruiter Assistant**

March 2011 - Dec. 2011

- Assisted in the recruitment processes: prescreened candidates, handled interview scheduling for Talent Acquisition Partner, Sr. HR Business Partner, Recruiters and Hiring Managers.
- Completed job postings internally and externally (Careerbuilder, Dice, Monster, Craigslist, Idealist, LinkedIn, LinkedIn Recruiter, The Ladders, etc.).
- Contacted and followed-up with candidates daily with regards to positions applied for.
- Created/edited/maintained/closed out job requisitions, recruitment files,
- Administration of employment applications to ensure they are accurate and complete.
- Entered personnel data of new hires for Lawson HRIS processing.
- Responded to any general and/or specific questions potential candidates had regarding the position they applied for.
- Requested references from candidates.
- E-mailed references for feedback.

### **CENTRAL DESKTOP - Pasadena, CA**

#### **Recruiting Intern**

Jan. 2011 - March 2011

- Assisted HR & Operations Manager to post job descriptions to specific websites, such as: LinkedIn and Craigslist.
- E-mailed blasts to inform prospects of opportunities. Inquired whether individuals are interested in applying for specific positions.

- Applicant Tracking System: Updated pipeline of candidates and organized by departments.
- Supported with registration, coordination and execution of job fairs.

### **SPECIAL OLYMPICS SOUTHERN CALIFORNIA - Gardena, CA**

#### **Human Resources Intern**

Sept. 2010 - Dec. 2010

- Assisted HR Manager & Assistant VP HR & Volunteer Services with background checks, personnel files, benefits administration, 403(b) open enrollment.
- Monitored I-9's and termination paperwork for auditing purposes.

### **AIDS PROJECT LOS ANGELES - Los Angeles, CA**

#### **Human Resources Intern**

May 2010 - August 2010

- Assisted HR Generalist in all areas of human resources in recruitment, onboarding, compensation/benefits analysis, employee recognition programs; administration of policies and document retention policies and maintenance.
- Maintenance of electronic logs such as: training, rideshare, 403(b) contributions, workers' compensation, terminations and recruitment.

### **CBS CORPORATION - Los Angeles, CA**

#### **HRIS Coordinator**

Oct. 2009 - Feb. 2010

- Assisted with payroll processes to input personal data changes, tax information, salary increases, transfers, promotions, LOAs, new hires, rehires and terminations using Oracle HRIS.
- Reviewed and audited critical HR documentation to ensure data accuracy in Oracle & Infinium.
- Maintained all personnel files.
- Processed all employment, income and loan verifications.
- Supported day-to-day HRIS user requests and HRIS projects.
- Worked on a team for special HRIS projects - such as: changing employee work locations in Oracle due to a reorganization.

### **MARINELLO SCHOOLS OF BEAUTY - Whittier, CA**

#### **Human Resources Assistant**

Nov. 2008 - July 2009

- Supported the Director of Human Resources with HR administration and special projects including: monitoring I-9 documentation to ensure employees have the proper documentation to work in the United States.
- Conducted all new hire orientations.
- Responsible for all aspects of the new hire process which included preparation of employee personnel files, completion of new hire paperwork, e-mail setup, explanation of benefit packages, etc.

- Monitored compliance via Safety Bingo to ensure that workers compensation injuries have not occurred.
- Handled recruiting activities - such as: prescreening candidates, background and reference checks & interview scheduling.

## **SEARS HOLDINGS CORPORATION - Ontario, CA**

### **Human Resources Administrator**

Oct. 2007 - June 2008

- Provided Payroll and HR support to 9 delivery units for overall 120 employees throughout California and Hawaii.
- Reviewed employee vacation balances, overtime hours, and made adjustments as required, per State of California wage and hour policies.
- Assisted in recruiting activities such as: prescreening candidates, job postings, job fairs, conducting background checks, and drug screening.
- Administered HR policies & procedures relating to Workers Compensation and the Family Medical Leave Act (FMLA).
- Experience with job fairs at universities and assisted In logistics with regards to potential candidates.
- Processed new employee paperwork and conducted new hire compliance training and orientations.
- Monitored employee vacations, terminations, performance reviews and reporting.

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## **EDUCATION**

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### **CORNELL UNIVERSITY (ECORNELL), CERTIFICATION, HR MANAGEMENT (SOCIAL MEDIA IN HR: FROM POLICY TO PRACTICE) - REMOTE - ITHACA, NY**

- January 2016 - April 2016
- Completed Certification in 2016; GPA: N/A

### **CHAPMAN UNIVERSITY, MASTER'S DEGREE, HR MANAGEMENT - ORANGE, CA**

- Oct. 2010 - December 2012
- Completed Master's Degree in 2012; GPA: 3.70
- Human Resources Management (*Major*)

### **UNIVERSITY OF CALIFORNIA, IRVINE, EXTENSION PROGRAM, CERTIFICATION, HUMAN RESOURCES MANAGEMENT - IRVINE, CA**

- Sept. 2007 - April 2009
- Completed Certification in 2009; GPA: 3.80
- Human Resources Management (*Major*)

### **CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA, BACHELOR'S DEGREE, BUSINESS ADMINISTRATION - POMONA, CA**

- Sept. 2002 - June 2005
- Completed BS Degree in 2005; GPA: 3.30

- Marketing Management (*Major*)
- Human Resources Management (*Minor*)

**MOUNT SAN ANTONIO COLLEGE, AA DEGREE, COMPUTER INFORMATION SYSTEMS - WALNUT, CA**

- Sept. 1999 - May 2002
- Completed AA Degree in 2002; GPA: 3.20
- Computer Information Systems (*Major*)

**TROY HIGH SCHOOL, HS DIPLOMA, GED COURSES - FULLERTON, CA**

- Sept. 1995 - June 1999
- Completed HS Diploma in 1999; GPA: 3.10
- Business Administration (*Major*)

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**AWARDS AND ACKNOWLEDGEMENTS**

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**MOUNT SAN ANTONIO COLLEGE, AA DEGREE, COMPUTER INFORMATION SYSTEMS - WALNUT, CA**

- Dean's Honor List: 2001 - 2002.