

Alex Lee

HR Data Analyst

Hummelstown, PA

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[LinkedIn](#)



EDUCATION

B.S.

**Business Administration
Human Resources &
Org Behavior**

University of North Texas
Denton, TX
August 2015

SKILLS

R (Tidyverse, Shiny, Caret,
R Markdown, RSelenium)
SQL (SQL Server, MySQL)
Python (NumPy, Pandas)
Git
Tableau
Alteryx
Azure

CERTIFICATES

[Data Science:
Foundations using R
Specialization](#)

Coursera
June 2021

[Business Analytics: From
Data to Insights](#)

The Wharton School
August 2019

LANGUAGES

English – Native Level
Korean – Native Level

WORK EXPERIENCE

Analyst, HR Reporting

Nov. 2018 – Current

The Hershey Company
Hershey, PA

- Developed and maintained R Shiny / Tableau dashboards for Diversity & Inclusion, Talent Acquisition, Usage Audit, and Learning & Development to provide an at-a-glance view of major Key Performance Indicators.
- Conducted Predictive Analysis on Employee Attrition using Random Forest Classifier, providing flagging system to support critical talent retention strategy.
- Refined candidate sourcing through geospatial data exploration, advising primary schools and states to source from.
- Redesigned and standardized TA and L&D data collection process, streamlining the ETL Pipeline.
- Automated end to end periodic reports and surveys such as Sustainability, GRI, 10k, and Diversity Inc Top 50, and in addition, consulted on data ethics & best practices.

Human Resources Specialist

Sep. 2016 – Oct. 2018

Hyundai Power Transformers USA
Montgomery, AL

- Introduced a simplified performance evaluation program that reduced administrative burden and improved organizational transparency, enhancing employees' understanding of their future expectations.
- Fully administered end to end organization-wide compensation programs including Incentives, Bonuses, and Pay Raises.
 - Benchmarked, Budgeted, Calculated, Analyzed, Audited, and Executed.
- Spearheaded an overhaul of company policies, initiating a cultural transformation movement that gradually increased employee job satisfaction.
- Conducted HR Audit and initiated a revision of outdated EE handbook to better comply with FLSA, FMLA, and OSHA.

Human Resources Intern

Jun. 2015 – Aug. 2015

Holly Frontier Corporation
Dallas, TX

- Completed over 40+ hours of Job Shadowing in the areas of Payroll, Benefits, and TA.
- Analyzed HR process and initiated an interest in electronic I-9 filing system through a risk prevention report.