

# PUJA SITOULA

Oklahoma City, OK

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## PROFESSIONAL SUMMARY

Aspiring Human Resources professional with hands-on experience supporting recruitment, onboarding, HRIS administration, employee records management, compliance documentation, and employee engagement activities. Experienced in using HR systems such as UKG, Taleo, Paycom, SAP, and Salesforce to support day-to-day HR operations. Strong background in psychology and data analysis, with formal HR-related training and experience in academic, nonprofit, and corporate environments. Seeking an HR Intern or entry-level HR role to further develop practical HR skills.

## HR SKILLS & TRAINING:

### Human Resources Functions

Recruitment Support | Resume Screening | Interview Scheduling | New Hire Onboarding | Employee Records Management | HR Documentation | Benefits & Payroll Support | Compliance Assistance | Employee Engagement Support

### HR Systems & Software

UKG | Paycom | Taleo | SAP | Salesforce | HubSpot CRM | Athena | Apricot

### Data, Reporting & Tools

Microsoft Excel | Word | Outlook | Teams | Tableau | Power BI | SPSS | SQL

### Professional Skills

Confidentiality | Communication | Organization | Time Management | Attention to Detail | Team Collaboration

## EDUCATION:

- ✓ **Ph.D. in Science of Psychology, Data science, and Research in Education (In Progress)**  
Oklahoma University, Oklahoma, OK
- ✓ **Bachelor of Science – Psychology**  
East Central University, Oklahoma, USA
- ✓ **Bachelor in Psychology**  
Tribhuvan University, Nepal

## WORK HISTORY :

### *Student HR Coordinator*

**Oklahoma University | Norman, Oklahoma, USA**  
**Feb 2026 – Present**

- Supported full-cycle student recruitment by screening applications, scheduling interviews, and coordinating onboarding documentation for new hires.
- Maintained confidential employee records in compliance with university policies and FERPA while tracking attendance, performance concerns, and HR documentation using internal systems and Excel.
- Served as a primary point of contact for student employees regarding payroll, scheduling, and HR-related inquiries, ensuring timely and accurate resolution.

- Collaborated with department managers on staffing needs and supported employee engagement initiatives and internal HR communications to enhance workplace morale and retention.

### *HR Operations & Administrative Support*

#### **Easter seals Inc. | Manchester, New Hampshire, USA**

**May 2025 – Dec 2025**

- Supported HR and administrative operations by maintaining accurate, confidential documentation in compliance with organizational and regulatory standards
  - Assisted with employee scheduling, attendance tracking, and shift coordination, supporting workforce operations
  - Maintained personnel-related records, incident reports, compliance documentation aligned with HR policies
  - Coordinated communication between staff, supervisors, and management to support daily operations and employee needs
  - Assisted with onboarding-related documentation and orientation logistics for new staff
  - Supported internal audits, reporting, and quality assurance documentation
  - Followed strict confidentiality, ethics, and workplace compliance protocols
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### *Human Resources Support / Intern*

#### **Heifer International (NGO) | Little Rock, Arkansas, USA**

**Feb 2024 – Sept 2024**

- Supported day-to-day HR operations including job postings, resume screening, and interview scheduling
  - Assisted with new hire onboarding, background checks, orientation documentation, and employee file setup
  - Maintained and updated employee records using UKG and Taleo HRIS systems, ensuring data accuracy and confidentiality
  - Assisted with benefits administration, payroll coordination, and HR compliance documentation
  - Responded to employee inquiries and supported employee engagement initiatives using HubSpot CRM
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### *Administrative / HR Assistant*

#### **Oklahoma City University | Oklahoma City, Oklahoma, USA**

**Feb 2023 – July 2023**

- Provided HR and administrative support including records management, scheduling, and documentation
  - Assisted with onboarding-related paperwork and coordination for students and staff
  - Maintained HR-related databases and generated reports using Microsoft Excel and Office tools
  - Supported event planning, meetings, and training logistics, ensuring smooth coordination
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### **CERTIFICATIONS:**

- Alpha Chi National Honor Society – East Central University
- Psi Chi Honor Society – Psychology Department
- Business Analysis & Process Management – Coursera
- Evaluating Student Understanding with Socrative – Coursera
- Jira Fundamentals – Coursera
- Data Analysis Certificate – Coursera