

Lauren Petrakis

HR SYSTEMS ANALYST

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SUMMARY

HR Systems Analyst with 4 years supporting Workday HCM, Absence and Time Tracking, now for a 5,000-employee research company in Raleigh. Configures Workday Absence plans, runs root cause analysis on system issues, and reports leave and overtime trends to HR leaders in Excel and PowerPoint.

SKILLS

- HR Systems
- Workday HCM
- Workday Absence
- Time Tracking
- Root Cause Analysis
- Excel
- PowerPoint
- Self-Starter
- Analytical Skills

EXPERIENCE

HR Systems Analyst

01/2024 - Present

Triangle BioResearch Corp.

Raleigh, NC

Contract research organization with 5,000 employees in 12 countries.

- Configure absence plans for **12** countries, covering accruals, leave types and eligibility rules.
- Run root cause analysis on 45 time and absence tickets a month and fix the setup behind each one.
- Build Excel and PowerPoint reports on leave usage and overtime for the CHRO's quarterly review.
- Test 25 business process changes a quarter and document approvals as SOX evidence.

HRIS Analyst

08/2022 - 12/2023

Capital City Credit Union

Raleigh, NC

Credit union with 1,100 employees and 40 branches.

- Migrated leave balances for **1,100** employees into new HR systems with zero payroll errors.
- Maintained 60 time-off policies and holiday calendars across 40 branches.
- Created 20 standard HR reports and a monthly headcount dashboard.
- Resolved 30 system tickets a week from managers and employees.

HR Intern

05/2021 - 08/2021

Pinecrest Distribution Co.

Garner, NC

Summer internship at a 700-employee distribution center.

- Entered **800** timecard corrections and tracked their causes by department.
- Built an Excel leave tracker for 90 FMLA cases.
- Drafted 3 PowerPoint training decks for new supervisors on attendance policy.

EDUCATION

Bachelor of Science

05/2022

North Carolina State University

Raleigh, NC

Business Administration, Information Technology

CERTIFICATES

Workday Pro Absence

Workday

07/2025