ABIGAIL RILEY

Detail-oriented HR and People Operations professional currently pursuing a Master's in Program Evaluation and Data Analytics at Arizona State University.

Experienced in I-9 compliance processing, HRIS data management (Workday), employee support systems, and weekly attrition reporting. Passionate about building efficient, people-centered processes that improve organizational compliance, communication, and operational effectiveness.

Currently seeking opportunities in People Operations, HR Analytics, or HRIS-focused roles where I can contribute to data-informed decision-making and continuous improvement.

🎓 EDUCATION

2026 | 2025

M.S., Program Evaluation and Data Analytics
Tempe, AZ 　📍 Arizona State University

- Pursuing graduate-level training in program evaluation and data analytics
- Focus on HR operations and data-informed decision making
- Expected December 2026

2025 | 2021

B.S., Justice Studies (Minor: Communication)
Tempe, AZ 　📍 Arizona State University

- Certificate in Workplace Communication
- Graduated May 2025

💼 WORK EXPERIENCE

Present | 2025

People Operations Intern
Remote / AZ 　📍 Abnormal AI

- Managed I-9 processing using Sterling First Advantage and E-Verify
- Conducted weekly attrition reporting and compliance audits (profiles personal data L&D completion)
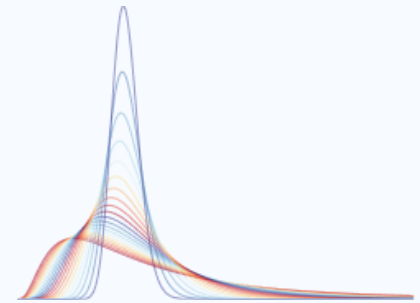- Processed hire date corrections in Workday and DocuSign and supported HRIS data integrity

2025 | 2023

Barista
Scottsdale, AZ 　📍 Black Rock Coffee Bar

- Trained new employees and supported onboarding
- Managed floor rotations and operational flow
- Handled POS transactions and maintained service quality

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CONTACT

- ✉ amriley30@gmail.com
- ⬛ github.com/amriley3
- 🔗 https://amriley3.github.io/cv/
- 📍 Tempe, AZ

SKILLS

- HR Operations & Compliance
- Workday / HRIS Systems
- Data Reporting & Analytics
- Google Workspace
- Internal Communications
- Process Improvement
- R

Director of Chapter Culture

2024 | 2023

Tempe, AZ

Alpha Omicron Pi

· Led diversity and inclusion initiatives and peer feedback forums
· Developed engagement and accountability strategies
· Coordinated officer collaboration to improve member retention

Administrative Assistant

2023 | 2022

Mesa, AZ

The California Allstars

· Reconciled tuition data ensuring 100 percent payment accuracy
· Responded to customer inquiries and coordinated scheduling logistics
· Maintained organized administrative workflows and records

Administrative Assistant

2023

San Carlos, CA

Saint Charles School

· Organized administrative paperwork and records
· Provided classroom and after-school program support
· Delivered responsive student and parent communication

PROJECTS

Curriculum Development Research Assistant

2025

Tempe, AZ

Arizona State University

· Designed elective curriculum on the morality of true crime culture for Justice Studies course
· Researched podcasts television media and digital platforms to develop academic content
· Created assignments curated readings and structured discussion-based learning modules

Program Evaluation on Recidivism Reduction

2025

Tempe, AZ

Arizona State University

· Evaluated impact of job access and community engagement on recidivism reduction
· Developed and analyzed self-efficacy surveys to measure behavioral outcomes
· Proposed data-informed recommendations for program improvement

Post-Secondary Access Research Project

2022

Tempe, AZ

Arizona State University

· Conducted qualitative interviews in the Town of Miami Arizona
· Analyzed barriers to higher education access including technology finances and counseling availability
· Examined cultural and institutional factors discouraging students from leaving rural communities