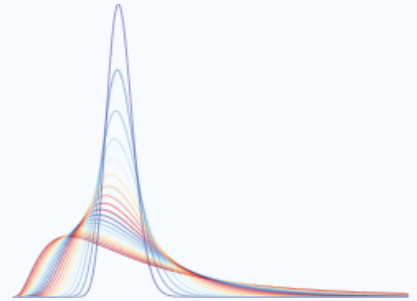


ABIGAIL RILEY

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.



[Download a PDF of this CV](#)

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

INDUSTRY 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

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

Made with the R package
[pagedown](#).

The source code is available at
github.com/amriley3/cv.

Last updated on 2026-02-24.

2024
|
2023



Director of Chapter Culture

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

2023
|
2022



Administrative Assistant

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

2023



Administrative Assistant

San Carlos, CA

📍 Saint Charles School

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