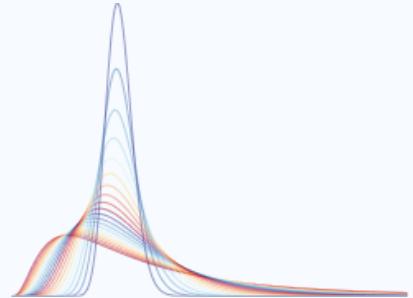


ABIGAIL RILEY

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
- **B.S., Justice Studies (Minor: Communication)**
Tempe, AZ 📍 Arizona State University
 - Certificate in Workplace Communication
 - Graduated May 2025

2025
|
2021

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

- **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

- **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