

Aubree Alexander

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Education

University of Wisconsin--Madison

Madison, WI

Bachelor of Arts, focusing on Anthropology

Certificate in Archaeology

Graduated May 2018

Madison College

September 2013 to May 2015

General Studies

Experience

Tegria Services Group US., Inc.

Madison, WI

Lead Human Resources Specialist

April 2022 - present

- In addition to Specialist duties outlined below, lead other HR specialists in onboarding
- Serve as liaison between HR and other teams such as Sales, or various clients
- Lead in training new team members
- Serve as onboarding Subject Matter Expert in onboarding-related projects

Bluetree Network

Human Resources Specialist

June 2019 - April 2022

- Onboard Epic consultants to our clients while being in compliance with healthcare organizations' differing onboarding requirements

- Administer benefits to all salaried and hourly employees
- Enter data into HRIS and CRM systems
- Work under extreme deadlines and tight turnarounds with accuracy
- Co-manage the Human Resources email inbox while answering any HR-related questions from employees

Human Resources Coordinator

February 2019 - June 2019

- Assist Human Resources Specialists in HR and onboarding processes
- Process background checks for new hires
- Schedule medical testing and follow up with clinics

Crema Cafe

Madison, WI

Waitress/Barista

May 2011 - February 2019

- Aided in the training of new workers
- Greeted and interacted with customers while working cash register, prepared beverage orders
- Worked quickly in a fast-paced environment
- Opened and closed the café

University of Wisconsin - Madison Archaeology Lab

Madison, WI

Undergraduate Archaeology Lab Assistant

January 2018 - May 2018

- Helped categorize and organize both recent and past collections of artifacts
- Entered data into the artifact database
- Photographed, created digital models of, and 3D printed artifacts to use for public education

- Re-assembled pottery from sherds that were broken in both prehistoric and modern times

Archaeology Field School - Aztalan State Park

Jefferson, WI

Field School that was related to the Archaeology Certificate at UW-Madison June 2017

- Used standard archaeological methods to survey, excavate, and research at the Aztalan site
- Worked under Dr. Sissel Schroeder, chair of the Anthropology Department at the University of Wisconsin - Madison
- Worked in the lab to clean, categorize, and log artifacts found in the field
- Engaged in public outreach and education to visitors of the site

Volunteer Activities/Involvement

University of Wisconsin - Madison Geology Museum

Madison, WI

Fossil Preparation Lab

November 2018 - present

- Prepare paleontological objects for study or for display in the museum

Museum Collections

April 2018 - May 2018

- Documented, photographed, and entered new specimens into database

University of Wisconsin - Madison Special Collections Library

Madison, WI

Short-Term Curatorial Colloquium Internship

February 2018 - May 2018

- Aided in the process of installing a new exhibit
- Made decisions regarding layout of exhibition cases

Four Lakes Wildlife Center

Madison, WI

Wildlife Rehabilitator

March 2016 - August 2017

- Performed housekeeping tasks
- Fed and cared for baby birds and other wildlife

Dane County Humane Society

Madison, WI

Feline Friend

2012 - 2013

- Cared for the cats held at the main shelter
- Performed housekeeping tasks

Honors/Awards

Dean's List--High Honors

Madison College

Fall 2013-2014, Fall 2014-2015

Dean's List--Honors

Madison College

Spring 2013-2014

References

Dave Lovelace

Museum Scientist at UW-Madison

Phone: 608-262-8960

Email: dlovelace@wisc.edu

Maggie Block

Human Resources Generalist at Tegria Services Group US., Inc.

Phone: 920-210-3909

Email: maggie.block@tegria.com

Kelly Kennedy

Human Resources Director at Tegria Services Group US., Inc.

Email: kelly.kennedy@tegria.com

Sarah Taylor

Former lab manager at UW-Madison's Archaeology Lab

Phone: 1-708-525-0933
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Dr. Sissel Schroeder

Professor at UW-Madison
Phone: 608-213-3553
Email (preferred): sissel.schroeder@wisc.edu