

R.J. Harris

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EDUCATION AND HONORS

University of Idaho (<i>Management and Human Resources</i>)	<i>August 2018 – Present</i>
SUNY Binghamton (<i>National Student Exchange – New York</i>)	<i>August 2017 – May 2018</i>
Lewis-Clark State College	<i>August 2015 – August 2018</i>

PROFESSIONAL EXPERIENCE

Palouse Recreation, LLC/Zeppoz <i>Bowl Counter</i> <ul style="list-style-type: none">• Train new employees on machine safety• Build respectable relationships with patrons• Manage waitlists and address displeased customers• Work with a dynamic team and understand individuals' strengths and weaknesses	Pullman, WA <i>August 2018 - Present</i>
Orchard Lanes <i>Administrative Assistant/Desk Clerk</i> <ul style="list-style-type: none">• Schedule meetings and prepare business emails and memos• Create workplace policy and establish a code of conduct• Count \$3,000+ tills at end of shift to account for transactions and trace problems• Audit league information using database entry• Assist with job postings and interviews	Lewiston, ID <i>September 2014 – August 2019</i>
Strike & Spare <i>Server/Food Runner</i> <ul style="list-style-type: none">• Schedule daily specials and communicate them to coworkers• Multitask while maintaining company standards• Ensure customer satisfaction by being attentive	Lewiston, ID <i>May 2014 – August 2018</i>

LEADERSHIP/VOLUNTEER EXPERIENCE

University of Idaho SHRM - President <ul style="list-style-type: none">• Get members excited to assist with college Career Fairs and table at Get Involved Fairs• Recruit and retain students by visiting classrooms• Provide professional development talks from community HR leaders on benefits, HR laws, etc.• Understand different HR departments that companies possess and what is considered HR	<i>April 2019 – Present</i>
LCO USBC Association Board - Lane Certification <ul style="list-style-type: none">• Attend monthly board meetings for updates on association and bowlers• Certify bowling lanes to meet specific USBC regulations	<i>November 2016 – August 2017</i>
Boys and Girls Club - Volunteer <ul style="list-style-type: none">• Input deposits, catalogue auction items, and help create fiscal budget• Help parents with member registration forms and sport sign ups	<i>August 2015 – July 2017</i>

ADDITIONAL INFORMATION

Hospitality – Able to work in high stress environments, staying focused on the main objective

Computer Skills – Microsoft Excel and Word, along with BLS database entry

Interests – Playing trivia games, traveling out of the country, and mentoring peers with schedule planning