

# Jamie R.

## HR Administrator

HRIS Management

Employee Relations

Labor Relations

Diversity, Equity and Inclusion



## WORK EXPERIENCE

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### **HR & OPERATIONS MANAGER**

#### **Asphalt Company**

Midland, MI

13 employees

### **HUMAN RESOURCES INTERN**

#### **Food Production Company**

Remote Work

8 employees

### **LABORATORY MANAGER**

#### **University Laboratory**

Lansing, MI

28 employees

## CAREER HIGHLIGHTS

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- Recent graduate with experience in interviewing, employee training and team leadership.
- Skilled at performance management, conflict resolution and promoting worker safety.
- Expertise in data management, program development, and contract/policy development.
- HR Systems experience: SAP Successfactors, Workday

## EDUCATION

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### **M.S. Human Resources and Labor Relations**

University of Rhode Island  
Kingston, RI

### **B.S. Psychology**

Michigan State University  
Lansing, MI