

Lily Harrison

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EDUCATION

Bachelor of Arts in Communication Studies, July 2026

The University of Alabama, Tuscaloosa, AL

Major: Communication Studies Minor: Human Resource Management

Associate of Science in General Studies, May 2024

Chattahoochee Valley Community College, Phenix City, AL

Major: General Studies

WORK EXPERIENCE

Administrative Assistant for Employee Relations, April 2025 – June 2026

Phifer Incorporated, Tuscaloosa, Alabama.

- Assists with investigations related to employee complaints and allegations.
- Prepare, proofread, and distribute correspondence, reports, and presentations.
- Create and maintain organized filing systems (both digital and physical) for confidential employee records.
- Assists in documenting employee complaints, investigations, and disciplinary actions.
- Act as a point of contact for employee relations inquiries, directing employees to the right resources.
- Handle sensitive information with discretion, maintaining strict confidentiality.
- Creates and presents harassment, discrimination, and retaliation training for employees and management.

Deli Cook, August 2024 – June 2026

Publix, Tuscaloosa, Alabama

- Provides high-end excellent customer service.
- Works hand and hand with a team of professionals to complete customer orders and assists management with keeping the area clean and stocked.
- Delegates tasks to other kitchen employees to run an efficient kitchen.
- Trained and skilled with heavy machinery such as meat and cheese slicers, pallet jacks, and deep fryers.

Manager, March 2021 – August 2024

Culvers, Columbus, Georgia

- Worked with the general manager in the hiring process through both interviewing prospective employees as well as completing and submitting the required paperwork.
- Personally trained or facilitated training of many employees over the process of several years.
- Resolved conflicts between employees through sitting them down and assisting in talking through their issues, hearing both understandings of the conflict and then making decisions on how to proceed.
- Worked with the general manager in firing as well as declining applications by perspective employees.

VOLUNTEER EXPERIENCE

- Young Eagles – Cadence International – Civil Air Patrol – Habitat for Humanity – Fort Mitchell Funeral and Services –

HONORS & ACTIVITIES

President and member of Phi Theta Kappa at Chattahoochee Valley Community College

President of the Student Government Organization at Chattahoochee Valley Community College

Secretary of the Deans Advising Committee at Chattahoochee Valley Community College

Recipient of the Christopher Clarke Patterson award upon graduation from Chattahoochee Valley Community College

Member of the All-Alabama Academic Team

Chief Senior Master Sergeant at Civil Air Patrol

Member of the Society for Human Resource Management

Member of the National Society of Leadership and Success

Member of the Phi Sigma Theta

SKILLS

Excel, PowerPoint, Word, Adobe, Human Resources Information Systems,