

# NASTEHO ABDI

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## EDUCATION

Bachelor of Business Administration: Concentrated in Management, Minors: Psychology & Economics  
Expected Graduation Date: 12/2024  
Hamline University - Saint Paul, MN

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## WORK HISTORY

### **HR INTERN** 10/2023 to PRESENT

City Hall, Plymouth, MN

- Coordinate interview schedules, facilitated candidate selection, and handled background checks and drug screening procedures
- Organize and maintained personnel files and other HR records in Laserfiche HRIS system, ensuring compliance with legal requirements
- Streamline the onboarding process by setting up new employees in Neogov, ensuring a seamless transition into the organization's systems

### **HR OPERATIONS INTERN** 05/2023 to 8/2023

Barr Engineering Co, Minneapolis, MN

- Orchestrated candidate interview scheduling and coordination
- Oversaw the approval, editing, and closure of job postings on the company website
- Established employment records for new hires in the Workday HRIS system
- Managed the organization and removal of over 1,000 terminated employee files
- Initiated and distributed weekly tasks for new employees

### **EDI AND HR INTERN** 01/2023 to 05/2023

LifeSource, Minneapolis, MN

- Actively cultivated an inclusive and diverse culture within LifeSource
- Conducted comprehensive research and diligently engaged in community events to establish and nurture relationships with diverse communities
- Gained hands-on experience by shadowing HR team members across various functions of Human Resources, including recruitment, compensation, performance management, Onboarding, and EDI

### **MEDICAL DEVICE ASSEMBLY** 07/2021 to 10/2021

Boston Scientific, Maple Grove, MN

- Ensured a consistently efficient work environment by autonomously managing daily tasks, resulting in streamlined operations
  - Successfully operated manufacturing machines under stringent deadlines, achieving on time production targets
  - Leveraged technical expertise to construct a high-quality product, including medical devices, contributing to the delivery of top healthcare solutions
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