Devon Parridge

Labor Relations Specialist

labor-relations-specialist@example.test
Minneapolis, USA

Experience

2021-05 – Present **Labor Relations Specialist**
Stonecross Service Cooperative

- Prepared grievance materials for two bargaining units. Recorded agreed response dates and alerted the lead negotiator when a deadline changed.
- Assembled 19 of 22 case files before the first review meeting in one quarter. Logged the missing records and requested them from designated owners.
- Maintained the bargaining issue register and tracked status from proposal to written disposition. Routed draft language to the authorised negotiating team.
- Prepared anonymised monthly reports on active cases. Distinguished settlements approved by management from items still awaiting a decision.

2017-03 – 2021-04 **Employee Relations Coordinator**
North Wren Facilities Network

- Scheduled meetings and prepared document bundles with a clear version history.
- Checked meeting records against the agreed action list and escalated conflicting dates.

Education

MS Industrial Relations
Lake Alder School of Management
2019

Summary

Supports labour relations in a unionised service organisation. Prepares grievance files and bargaining materials, checks collective agreement references and keeps deadlines visible to negotiators.

Skills

Grievance administration · Bargaining preparation · Collective agreement references · Case reporting · Deadline tracking

Languages

English · Spanish