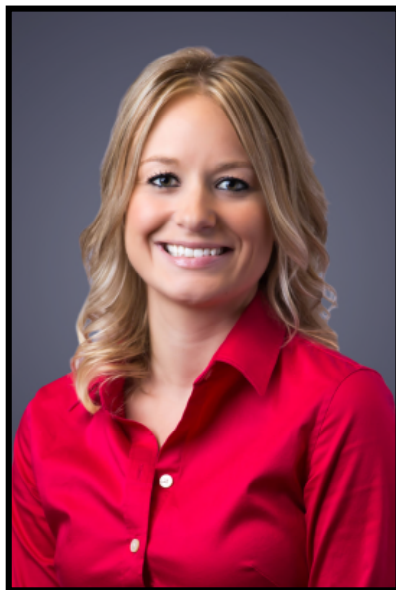


# Administration Department Manager



## Sara Hines

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## Education

North Dakota State University

- Bachelor of Arts with Marketing Minor (2009)

The Institutes:

- AIM: Associate in Management (2015)
- AIT: Associate in Information Technology (2016)

Society for Human Resource Management:

- SHRM – PC (1 of 2 parts completed)

## Employment

Risk Management Experience (2013 to Present)

Insurance and Risk Management Services, Inc. (2013 to Present)

- Administration Department Manager (2014 to Present): Responsible for the oversight of the administrative staff, recruiting and support operations of the agency.
- Administrative Assistant (2013 to 2014)