Alexandra Bolling

**Education**

**Bachelor of Science: Food, Human Nutrition, and Hospitality: Dietetics,** 2012

**University of Arkansas –** Fayetteville, AR

* 3.0 GPA

**Master of Science: Community Health Promotion,** expected December 2017
**University of Arkansas –** Fayetteville, AR

* 3.5 GPA

**Professional Experience**

**Administrative Support Supervisor**

February 2016 – Present

**University of Arkansas – College of Education and Health Professions – Department of Health, Human Performance, and Recreation –** Fayetteville, AR

* Supervise the activities of support personnel within the department.
* Provide assistance to the Department Head and Graduate Coordinator.
* Process purchases via department accounting procedures through use of BASIS.
* Manage travel arrangements for departmental faculty, staff, and students.
* Collect and prepare payroll documents for faculty, staff, and student workers.
* Hire student workers and supervise their daily duties.
* Process override, petitions, and change of major forms.
* Process departmental textbook orders through VERBA Collect software.

**Administrative Specialist II**

March 2014 – January 2016

**University of Arkansas – College of Education and Health Professions – Department of Curriculum and Instruction –** Fayetteville, AR

* Maintain detailed administrative and procedural processes to improve accuracy and efficiency.
* Process application material for graduate students in the Educational Leadership and Educational Technology programs.
* Attend meetings and process student forms for the Career and Technical Education, Secondary Education, and Educational Studies, Educational Technology, and Educational Leadership programs.
* Process monthly timesheets and leave reports for faculty and appointed staff.
* Maintain and file student records for the Educational Leadership and Educational Technology programs.
* Work in BASIS, UAConnect, PeopleAdmin7 and R25 as needed.
* Process override, petitions, and change of major forms.
* Support faculty and other staff members with data collection, word processing, and other administrative tasks as assigned.
* Fill in for other Administrative II and III staff during absences which includes duties in RazorBuy, purchasing, faculty and staff travel, student travel, hourly payroll, working in SharePoint, and other duties as assigned.

**Franchisee Owner and Certified Instructor**

April 2015 – Present

**Jazzercise, Inc.**

* Teach high-intensity interval training courses at Jazzercise Fayetteville Fitness Studio.

**Support Specialist**

August 2013 to February 2014

**University of Arkansas Global Campus via RazorTemps–** Rogers, AR

* Maintain detailed administrative and procedural processes to improve accuracy and efficiency.
* Set up technology as required for conference room rentals.
* Identify possible areas of program development.
* Assist teachers, students, and clients with daily technology support including troubleshooting.
* Proctor and schedule independent study exams
* Deliver information to enrollment services in order to assist with the creation of login information.
* Organize class materials for instructors and coordinators.
* Prepare cost analysis forms for Professional Development Network courses
* Manage record retention and costs within the Professional Development Network

**Professional Achievements**

**Awards**

College of Education and Health Professions, Classified Staff Award

* Outstanding Service to Students – Spring 2015

Department of Curriculum and Instruction, Staff Award

* 2014 – 2015 Recipient

**Arkansas Alumni Association – Northwest Arkansas Chapter**

Vice President, January 2017 – Present

Volunteer Coordination Committee Chair, April 2015 – Present

Razorback Events Committee Member, April 2015 – Present

Board Member, January 2015 – Present

Association and Chapter Member, January 2013 – Present

* Members participate in community service activities that benefit both the city of Fayetteville and the University of Arkansas.
* Members support education through contribution to a scholarship fund for University of Arkansas students.
* Board members are required to serve on a committee that benefits the city and the University.

**Professional Enhancement Program Committee**

Member, August 2014 – June 2016

Interim Chair, August 2015 – January 2016

* The PEP committee coordinates professional development trainings and opportunities for staff members in the College of Education and Health Professions and the University of Arkansas.

**Research Experience**

* **Streeter, A**. (2015). The Effects of Food Deserts on the Aged Populations of Arkansas. Poster presentation at the Arkansas Health Disparities Conference, Fayetteville, AR.

**Academic Achievements**

**Gamma Beta Phi Honor Society –** University of Arkansas, Fayetteville

* Membership requires a maintained GPA of 3.0 or higher on a 4.0 scale
* Members are required to commit time and service to their community.

**Graduating Student Leader award –** University of Arkansas, Fayetteville

* The Division of Student Affairs grants this award to graduating seniors who have been instrumentally involved in its co-curricular programs during their academic years.

**Outstanding Nontraditional Student Leader Nominee –** University of Arkansas, Fayetteville

* Nominees are required to demonstrate leadership on and off campus and exhibit promise for the future.
* Nominees must be enrolled in a minimum of six credit hours per semester with a minimum cumulative GPA of 2.25 or higher while dealing with challenging personal situations or environment.

**Academy of Nutrition and Dietetics –** Student Member

* Attended annual Arkansas Academy of Nutrition and Dietetics seminars that discussed nutritional breakthroughs in health and science.
* Attended seminars for the Northwest Arkansas District Dietetic Association regarding community nutrition issues and ways to benefit Northwest Arkansas through nutrition education.

**Student Dietetic Association –** University of Arkansas, Fayetteville

**Student Advisory Board** – University of Arkansas, Fayetteville

* Acted as an advocate for off-campus and nontraditional students.
* Met throughout the semester to discuss and solve problems for off-campus and nontraditional students.

**Love146, President –** University of Arkansas, Fayetteville

* Acted as a campus coalition to raise awareness about human trafficking.
* The parent organization works towards the end of child trafficking & exploitation by caring for survivors through rescue, rehabilitation, and aftercare.

**Community Service**

**March of Dimes**

Volunteer, 2012 – 2016

* Assist with the operation of various stations at the annual World’s Largest Baby Shower

**Seven Hills Homeless Center**

Volunteer

* Organized various coat and clothing drives

**Unitarian Universalist Fellowship of Fayetteville**

Caring and Sharing Committee Member

* Prepare and serve food to the Fayetteville homeless population
* Assist with memorial services for fellowship and community members
* Assisting with special needs of the congregation as they arise such as preparing food for a new parent, being available to give rides to an injured member, etc.