

Alison Bodeker

Teaching Experience

ADJUNCT PROFESSOR

| UNIVERSITY OF TEXAS-DALLAS | AUGUST 2019-CURRENT

- Information Technology for Business (ITSS 3300)

ADJUNCT PROFESSOR

| DCCCD- MOUNTAIN VIEW COLLEGE | AUGUST 2019-CURRENT

- Web Design (IMED 1316/IMED 1416)
- Microsoft Word/Power Point/Excel (ITSW 1404/ITSW 1022/ITSW 1024)

Education

MASTERS OF SCIENCE | MAY 2019 | TEXAS A&M COMMERCE

- Major: Business Analytics

BACHLORS OF SCIENCE | AUGUST 2017 | TEXAS A&M COMMERCE

- Major: General Studies- Business

ASSOCIATE OF SCIENCE | DECEMBER 2012 | BROOKHAVEN COLLEGE

- Major: Liberal Science

Skills & Abilities

TECHNOLOGY

- Advanced knowledge of MS Excel (pivot tables, data visualization) Proficient in MS Word (creating word documents and editing reports, templates) MS PowerPoint (creating reports and presentations)
- SQL, Python, R, web design, Tableau
- Blackboard, D2L, eCollege, Microsoft Teams, SharePoint, Zoom, WebEx

Professional Experience

ASSISTANT DIRECTOR IN PLANNING, RESEARCH & INSTITUTIONAL EFFECTIVENESS

| EASTFIELD COLLEGE | JULY 2018-CURRENT

- Provides leadership and coordinates institutional effectiveness activities at the college; facilitates assessment of outcomes for the college's continuous improvement cycle and for accreditation compliance; develops and implements training and consultation to staff in development of unit outcomes and assessment best practices; generates summaries and reports regarding unit assessment; develops assessment tools and trains staff how to use them; manages and maintains assessment software; develops and distributes training material for institutional effectiveness activities; builds solid working relationships and collaborates with staff to support employee professional development needs.

LICENSED BUSINESS BANKER

| JP MORGAN CHASE | FEBRUARY 2017-JULY 2018

- Acquire, manage, and retain meaningful relationships with clients, using financial knowledge to offer thoughtful solutions to help address financial needs. Analyzes business requirements to understand the business needs and to determine how systems and applications can best functionally fulfill those needs.
- Responsible for identifying, assessing, and documenting business requirements, recommending business priorities, and advising the business on options, risks, and costs.
- Proficient knowledge in retail/consumer banking and investment products. Strong verbal and written communication with the ability to forge lasting relationships with business partners. Strong analytical and problem solving skills.

ASSISTANT MANAGER

| WELLS FARGO | AUGUST 2008-DECEMBER 2016

- Experience complying with policies and procedures, analyzing financial metrics as well as developing strategic partnerships. Leading a team to meet individual and team sales and customer satisfaction goals. Proficiency in operations, transaction accuracy, and referrals. Detail-oriented, organized and ability to multi-task with an ability to follow policies, procedures, and regulatory banking requirements
- Managing competing priorities in a retail environment while also being able to use basic computer software such as Microsoft Office Suite, word processing software, spreadsheet software. Experience working well with others, including across lines of business and with key partners.
- Mentoring and/or coaching experience in customer service and/or sales environment Supervising, training, scheduling Cash Handling, budget reports, monthly audits Business Advocate, marketing partner

LEADERSHIP

- Managed a team of 12 individuals in different departments and was able to help develop and mentor them to promote to the next career level.