



ALISON BRADOW

PROFILE

A lover of lists, early mornings, nature, and coffee, I am an operations wiz with 20 years of administrative experience in businesses large and small, in both corporate and nonprofit arenas.

SKILLS

Relationship Builder

Fosters collaboration with external and internal customers

Enthusiastic & Action-Oriented

Ensures team meets objectives efficiently

Effective Communicator & Coach

Employee and organizational development; Individual lifestyle behavior change

Office Administration

Scheduling & Calendar Management; Microsoft Office; Google Suite; Analysis & reporting of complex rules & regulations

Facilitation & Training

Large & small group presentations; training/course content creation; program development & delivery

VOLUNTEER EXPERIENCE & LANGUAGES

- Capital City River Run (2018-19)
- Lettuce Live Well, Nutrition Educator (2015-17)
- Girls on the Run, Head Coach (2016)
- Northwest Initiative, Food Systems Programming (2015-16)
- American Heart Association, Heart Walk Course Leader (2015)
- English (Native) & Spanish (Professional Working Proficiency)

PROFESSIONAL EXPERIENCE

Regional Outreach Director & Health Educator

YMCA of Lansing | Dec. 2019 - present; 2016-2018

- Lead Anti-Hunger & Chronic Disease Prevention Programs and teams
- Manage data collection, entry, reporting, & analysis to ensure program fidelity and efficacy
- Collaborate with internal and external partners to develop & deliver health promotion programs

Underwriting: Trainer, Underwriter, Analyst

The Doctors Company | Auto-Owners Insurance
Oct. 2018 - Jan. 2020; 2010 - 2015

- Developed and implemented training for underwriting staff
- Risk review & analysis to ensure compliance with state regulations and organizational standards
- Develop & revise processes & procedures to improve workflow efficiency

Legal & Office Administration | Various

2000 - 2010; 2015 - 2017

- Conference & event planning
- Volunteer management, training & technical assistance
- Database management, billing, schedule & calendar management

EDUCATION

Masters of Public Health

Capella University, 2015-2018

- Focus on the impact of business intelligence on public health improvement as well as improving nutrition and food access to reduce chronic disease prevalence

Bachelor of Arts - International Studies

Saginaw Valley State University, 2008

- International Business & Spanish

FOR COMPREHENSIVE RESUME & PEER TESTIMONIALS: [WORKING WITH ALISON](#)

CONTACT INFORMATION:

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