

Alison Bradow

1712 W. Shiawassee St., Lansing, Michigan 48915 • (517) 403-7735 • ajbradow77@gmail.com

Professional Experience

Regional Outreach Director

Anti-Hunger & Chronic Disease Prevention Programs

December 2019 – Present, 2016 –2018; YMCA of Lansing

- Coordinate distribution of over 2,000 meals weekly to local community
- Since October 2020 distributed over 9,000 pounds of fresh produce
- Administer healthy corner store initiative to provide fresh produce resource in an underserved urban area
- Lead, supervise, and train staff within anti-hunger and chronic disease prevention programs
- Develop health education course content, facilitate and coach group programs
- Collaborate with state, local, corporate, and community partners to develop and deliver health promotion programs
- Manage data collection, entry, reporting, and analysis for evidence-based health interventions and anti-hunger programs to ensure program fidelity
- Implement and develop program marketing initiatives to recruit and enroll participants
- Administer evidence-based lifestyle change, nutrition, and physical activity programming to community members through SPARK, Diabetes Prevention, Enhance@Fitness, Blood Pressure Self-Monitoring, and LIVESTRONG at the YMCA programs

Underwriting Analyst

October 2018 – January 2020, The Doctors Company

- Foster collaborative and positive work environment within the underwriting team through organization and delivery of team celebrations
- Train and mentor direct and remote colleagues including development of training materials, onboarding schedules, and one-on-one training of processes, procedures, and systems
- Assist with development of new critical IT software platform
- Develop and revise processes and procedures to ensure efficient and effective workflow
- Ensure compliance with state regulations for member notification and policy management
- Risk analysis and assessment of physician professional liability insurance policies to assess appropriate premium for the risk
- Manage complex accounts through data analysis and billing account management

Professional Skills

- Effective communicator and coach for organization and employee development and behavior change
- Enthusiastic and action-oriented to ensure team meets objectives
- Relationship builder with internal and external customers to collaborate on best possible outcomes
- Program development, delivery and administration to professional groups, executives, and community members
- Training & event planning and coordination
- Analysis and reporting of complex rules and regulations
- Office administration including calendar management, scheduling, and reporting
- Marketing material development

Education

- **Capella University**
Master's in Public Health (2018)
- **Saginaw Valley State University**
B.A. International Studies (2008)
- **Universidad Autónoma del Estado de Morelos – Study Abroad**
Spanish Language, Linguistics, Mexican History, Mexican Literature (2004)

Volunteer Experience

- **Capital City River Run** (2018 - 2019)
- **Lettuce Live Well** (2015 – 2017)
Nutrition Educator
- **Girls on the Run** (2016)
Head Coach
- **Northwest Initiative** (2015-2016)
Food Systems Programming
- **American Heart Association** (2015)
Heart Walk

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Legal Assistant, June 2015 – March 2017, Hude Legal Services, PLLC

- Planned state-wide professional association conference for 750 attendees including arranging travel for speakers, board members, and attendees; managing online registration, attendee scholarships, and continuing education credit application; and executing venue contracts for facility scheduling and food and beverage needs
- Provided technical assistance and managed scheduling for 150 volunteers
- Administrative support for nonprofit clients and law firm, including donation and database management, and human resource functions

Training Coordinator | Home Office and Branch Underwriter 2010 – 2015, Auto-Owners Insurance Company

- Facilitated trainings and workshops for small-medium sized groups of underwriters
- Developed and revised training materials
- Prepared and evaluated performance audits for presentation at executive committee
- Researched and analyzed state regulations and statutes to develop and revise forms and procedures to ensure compliance
- Responded to consumer complaints and state regulatory inquiries
- Conducted on-site training in response to branch performance audits
- Provided instruction and technical assistance to underwriting branches
- Provided customer service to insurance agents and policyholders

2008 – 2010, Immigration Legal Secretary, St. Vincent Catholic Charities

2007 – 2008, Administrative Assistant, Temple Beth El

2006 – 2007, Research Assistant, Saginaw Valley State University

2005 – 2006, Reception Team Leader, Adrian Steel Company

2000 – 2005, Receptionist, McCullough, Vargas, & Associates, Inc.
(Substance Abuse Counseling Agency)

Language Skills

- English
- Spanish

Certifications

- **American Safety & Health Institute**
Adult/Child CPR/AED and First Aid
- **The Institutes**
Associate in Risk Management (ARM)
Associate in General Insurance (AINS)
Associate in Personal Insurance (API)