

Associate Consultant | Project Manager I Associate Consultant | Project Manager I Columbia, MO
Work Experience Associate Consultant | Project Manager I Daugherty Business Solutions - St.
Louis, MO June 2014 to Present Responsibilities Currently engaged at Express Scripts, St Louis
Oversight Manager | Government Programs Portfolio - Monitors Adherence to ESI Internal Project
Management Methodology - Facilitates Project Phase Review Sessions & Fields Process-Related
Questions - Partners with Project & Portfolio Managers to Secure Project Funding - Produced
Process Mapping Documentation of the Project Lifecycle IT Project Manager Veterans United Home
Loans - Columbia, MO June 2013 to June 2014 - Improved Deductive Reasoning, Negotiation, &
Problem Solving Skills - Connected with Clients & Stakeholders to Identify Areas for Improvement
- Coordinated with Project Teams to Develop a Resourceful Solution - Produced Process Maps &
Counseled Stakeholders in Clearly Defining Requirements - Oversaw Cross-functional Teams to
Troubleshoot Problems & Deliver Results - Elicited Business Requirements & Composed Clear,
Concise Test Cases IT Project Coordinator Veterans United Home Loans - Columbia, MO
December 2012 to June 2013 - Built Strong Customer & Internal Team Relationships - Conducted
Project Planning & Scheduling Activities - Supported Quality Assurance Initiatives Through Testing
- Assessed Project Data to Identify Trends & Devise Solutions - Partnered with Stakeholders to
Troubleshoot Risks & Issues Training Specialist Veterans United Home Loans - Columbia, MO
November 2011 to December 2012 - Improved Written & Verbal Communication Skills - Authored
Training Tutorials, Job Aids, & Video Presentations - Technical Writing, Ghost Writing, Curriculum
Development - Maintained Training Documentation & Presentations - New Employee On-boarding,
Mentorship, and Support - Directed Staff Training Schedule & Progression Account Manager
Veterans United Home Loans - Columbia, MO April 2010 to November 2011 - Adapted an
Empathetic Approach to Providing Genuine Customer Service - Refined General Administrative &
Financial Analysis Skills - Tracked Multiple Mortgage Applications from Origination to Completion
Education BS in Business Administration - Finance, Banking, and Real Estate University of Missouri
- Columbia, MO 2006 to 2010 BA in International Studies - East Asian Studies, Mandarin University
of Missouri - Columbia, MO 2006 to 2010 Level I Certificate in Language Intensive Mandarin Study

Beijing Foreign Studies University - ??? 2009 to 2009 Skills Customer Service, Analysis, Microsoft Office, Risk Management, Process Improvement, Leadership, Management, Training, Strategic Planning, Team Building Links <http://www.linkedin.com/pub/allison-adolphson/36/564/377/> Groups Mizzou Alumni Association May 2010 to Present Delta Sigma Pi September 2009 to May 2010 Pi Beta Phi August 2006 to May 2010

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