

# Alexa Bills

(435)799-7579  
alexa.bills.ink

alexa.bills@usu.edu  
North Logan UT, 84341

A dynamic marketer and educator with experience in both secondary and higher education – adept at navigating varying audiences, requirements, and tasks.

---

## Skills

- Project Management • Writing and Editing • Communication • Collaboration • Teaching • Adaptability •
  - Microsoft Office • Google Workspace • CANVA • Adobe Creative Suite • Meta Business •
- 

## Experience

**Program Assistant** Nov 2022 – Present  
**Trademark & Licensing, Utah State University**

- Monitored internal and external usage of Utah State University's logos and copyrights
- Searched for and reported hundreds of Infringing products every month
- Digitized legal trademark documents, keeping track of usage and due dates
- Ran the @usutruelblueaggies social media pages, along with campaigns such as *True Blue Aggie Friday* and *Paint the Town Blue*

**Substitute Teacher** Jan 2021 – Nov 2022  
**Cache County & Logan School Districts**

- Adapted quickly to new environments, adjusting methodology to teacher requests and student responses
- Implemented lesson plans and troubleshooted issues
- Kept a light-hearted demeanor while managing student behaviors
- Communicated with administrators and absent teachers

**Facilities Service Coordinator** Aug 2018 – Nov 2022  
**Facilities, Utah State University**

- Helped service a building with several research labs and over 200 offices
- Worked closely with management to provide quick customer service
- Trained a cycle of new team members
- Ran and maintained heavy equipment

**Student Teacher** Aug 2021 – Dec 2021  
**8<sup>th</sup> Grade English, North Cache Middle School**

- Managed an average class load of over 30 students with varying needs and capabilities
  - Kept track of Individualized Education Plans and provided necessary accommodations.
  - Used assessment data to identify gaps in knowledge and adapted curriculum accordingly
  - Coordinated with faculty and administration to provide consistent and equitable instruction
- 

## Education

**Utah State University** Aug 2018 – Jan 2021

- BS. English w/ Education Emphasis – Cum Laude: 3.74 GPA
- School of Teacher Education and Leadership Program 2019 – 2021
- Licensed Secondary English Educator

References Available Upon Request