

Alyssa Harding

Graduate and Volunteer in the Field of Environmental Science

809 Dexter Street, Apt 310 - Denver, CO 80220

fraulyssa@yahoo.com - 352.642.4502

ADDITIONAL INFORMATION

-Independently motivated, diligent and accomplished candidate, with a proven background in effectively executing multiple high-priority responsibilities. Educational foundation in Environmental Science achieved solely through personal finances, while balancing academic objectives with concurrent work responsibilities.

-Recognized excellence in leadership, professionalism, and a broad array of communication skills.

Independent inspiration best accomplished when aligned with a team focused on continuous development, expanding responsibilities, and the opportunity to be impactful on the shared goals of the company.

WORK EXPERIENCE

Financial Administrator

Work for Progress- Denver, CO - August 2014 to Present

-Currently employed as a Financial Director for Work for Progress, a non-profit entity where responsibilities include maintaining the organization's financial records using the QuickBooks accounting program, handling accounts payable and receivable, tracking income and producing financial reports, and assisting with the annual audit & tax preparation process with outside accountants.

-Also includes managing monthly reconciliation; credit card maintenance and account allocation. Also assists with the preparation of the annual and mid-year budgets, and with the team, assists with the fiscal year-end accounting.

Expert in Food Science (Writer)

PowerHouse Growers – Denver, CO – September 2014 to Present

-Writer for Powerhouse growers, where responsibilities include publishing solutions for integrated vegetation, urban agriculture, smart cities, and green real estate resulting in better urban health, increased productivity, and lower environmental impact.

-Expert in food science and natural resource policies.

Server

Olive Garden/Darden - Gainesville, FL/Denver, CO - February 2011 to Present

-Responsibilities included creating a positive customer experience, customer loyalty and demonstrating a commitment to the business model while handling payments, serving food, answering phones, partnering with teammates and quickly resolving customer complaints or concerns.

-Active member of the Sustainability Team, which utilized both the tenure established with the company and a rapport with both superiors and colleagues to promote more sustainable decision making.

Office Administrator

SkySystems, Inc - DeLand, FL - February 2008 to August 2008

- Customer facing responsibilities included working directly with the owner/President of the company, collaborating with all team members, managing phone inquiries, inventory management, review and management of financial data via QuickBooks, handling all product delivery issues and bank transfers.
- Earned a trusted relationship with company leadership and peers, based upon interpersonal skills, customer service tactics, and demonstrated accountability around targeted goals.

EDUCATION

Bachelor's Degree in Environmental Science

University of Florida - Gainesville, FL

2008 to 2013

The Bachelor of the Arts in Environmental science is a strong and comprehensive degree program which combines basic and applied sciences to give students an interdisciplinary understanding of natural resource use and of the growing human impact on the environment. With a curriculum that included the study of microeconomics and macroeconomics, statistics, and calculus, the Bachelor of the Arts program enables its students to evaluate data and to study rates of change in order to devise and test potential solutions to social problems. By giving its students an ability to choose electives based on personal interest, this program allowed for a specialization in hydrogeology and in agriculture oriented natural resource policy.

This program led to the development of critical thinking skills that allow its students to deal with the complex and dynamic nature of environmental science, and to respond effectively to challenges and opportunities that might arise in their professional lives. Despite multiple work-life challenges, was a candidate for Dean's List Dec 2013, and achieved a core GPA of 3.28. Active volunteer with the GTM (Guana Tolomoto Matanzas) Research Reserve, which is a private, non-profit citizen organization that promotes environmental education, natural and cultural stewardship, and scientific research with an estuarine focus.

DeLand High School - DeLand, FL - August 2004 to May 2008

International Baccalaureate Diploma DeLand, Florida

Aug 2004 - May 2008

- Graduated Summa Cum Laude, with a cumulative GPA of 4.7, leading to acceptance into one of the country's most coveted universities, University of Florida.

- Successfully completed over 200 hours of community service. Areas served included meeting community, action, and service hours through a variety of sponsored clubs and associations. An active member of the Key Club/Kiwanis Club, an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership. Also a member of Teen Court, which is a social learning based crime prevention and juvenile alternative services organization that provides volunteers with experience and education about the court system while inspiring integrity and responsibility in the community.