

Bethena D. Fowler
Birmingham, AL
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Education:

10-present University of Alabama Birmingham, Birmingham, AL-PhD Epidemiology
08-09 Armstrong Atlantic State University, Savannah, GA – Masters of Public Health
04-05 Auburn University, Montgomery, AL- Post Baccalaureate Study in Psychology
98-03 Auburn University, Auburn, AL - Bachelors of Science in Business Logistics
01 Auburn University Outreach Program, Auburn, AL - Paralegal Certificate
98-Booker T. Washington High School Tuskegee, AL

Employment History:

Auburn University Temporary Employment Services

Auburn, AL

01/09-Present

Research Associate I/ Human Development and Family Studies

Assists researchers in planning, maintaining or completing research programs and/or projects involved in the discovery of new knowledge, techniques, and concepts which require fundamental scientific/research knowledge, skills and abilities following relevant policies, procedures, regulations and laws. Collect psychophysiological data using cardiographic equipment and saliva samples. Conduct research interviews with adults and children. Recruit research participants and maintain good relationships with research sites, personnel, and participants. Manage payments to research participants. Plan undergraduate and graduate student personnel functions as required ensuring proper coverage for data acquisitions.

Chatham County Department of Family and Children Services

Savannah, GA

03/08-03/09

Financial Case Manager I/ Children and Parent Services Case Manager

Assessed clients need for state subsidized childcare. Contacted clients regarding decisions on childcare funding. Met with clients during annual recertification. Referred clients to other state agencies deemed necessary during childcare interview. Reviewed files and make decisions during six month review sessions. Attended administrative court hearings and represent state agency policy against clients requesting hearings in the Children and Parent Services Program.

Macon County Tuskegee Public Library

Tuskegee, AL

02/06-05/07

Library/ Computer Lab Technician

Monitored computer lab usage. Recorded vital statistics for further funding. Assisted patrons in internet and basic software usage. Repaired damaged equipment if possible. Performed daily system maintenance and software upgrades. Managed user profiles. Kept inventory of all damaged and destroyed equipment. Checked out, returned, input, and shelved books.

Autauga Prattville Public Library

Prattville, AL

10/04-07/05

Contract Teen Services Librarian

Sourced and procured circulation materials and equipment related to teen users. Kept accurate inventory of materials purchased with grant funding. Researched and implemented programs of interest to teens. Increased teen use of library resources and services. Encouraged and assisted teens in effectively and enjoyably volunteering to serve the library and community. Conducted teen book club meetings. Mediated over book club meetings. Encouraged diversity and friendships among teens at library. Monitored and recorded program status for further funding.

Reliable Plastic Seals

Opelika, AL

06/02-08/02

Warehouse Intern

Assisted warehouse manager in all daily task. Completed Invoices and Bills of Ladings for all shipments using MAS 90. Contacted trucking companies for pickups and deliveries. Performed basic daily secretarial duties. Worked with extrusion team to procure samples for companies served. Worked with different companies to procure plastic pellets for production. Ordered wooden pallets for company to ensure proper and easier shipment of finished product.

Hilton Garden Inn

Auburn, AL

08/01-02/02

Night Auditor

Made reservations for customers, both over the phone and in person. Checked customers into the hotel using System 21, the hotel reservation system. Interacted with customers on a daily basis for all customer needs and wants. Accommodated special request of customers. Closed out the system nightly. Reconciled customer accounts and credit cards with hotel ledger. Performed the night audit.

Central Alabama Veterans Health Care System

Tuskegee, AL

05/00-10/01

Informatics Clerk

Grade:02

Answered switchboard and transferred calls to appropriate division in an efficient and courteous manner. Gave great competent customer service to the veterans' of the facility. Used computer systems to locate and contact patients and customers. Informed patients and doctors of appointment schedules. Used public announcement systems to relay coded messages to employees. Used problem-solving skills in emergency situations. Distributed pagers and cell phones to the employees of the facility. Kept accurate files of updated extensions and distributed equipment. Worked with informatics manager to procure and keep an appropriate amount of equipment for the entire facility.

East Alabama Crisis Center Auburn, AL 08/98-08/99*Volunteer*

Addressed inquiries from people in crisis situations and monitored progress. Used crisis intervention techniques to assist crisis victims in stressful situations. Helped children with homework on special line. Kept files on the length of calls and discussion. Certified in Crisis Intervention.

Practicum Experiences:**African American Health Information and Resource Center, Savannah, GA**

Administered tests of physical check-ups to include: body mass ratio with height and weight documented along with electronic blood pressure tests. Called exercise program participants to record further study statistics. Attended health fairs to help educate the public about the program and proper blood pressure and glucose levels. Coordinated and facilitated health related focus groups.

State Senate of Alabama, Montgomery, AL

Performed health related research. Briefed state senators about research findings informed decision could be made on certain health legislation.

Technical Skills:

MS Office XP, WordPerfect, Internet Explorer, Windows 95, 98, 2000, UPS shipping software, MAS 90 invoicing system, System 21, Primavera project planning software.