

Curriculum Vitae

Janeen K. Pollman

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620 East Street, Bottineau, ND 58318

Education

Bachelor of Science Professional Communication with Marketing Minor
Valley City State University, Valley City, ND

Magna Cum Laude

Degree Conferred: May 2021

A.A.S. Medical Assistant, Dakota College at Bottineau, Bottineau, ND

A.A.S. Medical Secretary, Dakota College at Bottineau, Bottineau, ND

Degrees Conferred: May 1999

Professional Work Experience

2010-Present

Bookstore Manager, Dakota College at Bottineau (DCB)

Obtain course materials adoptions, stock and sell course materials, conduct semester buybacks, hire and train part-time and student employees, mentor and train co-op students, POS system set up and maintenance, stock and market general merchandise and lunch items, manage concessions, communicate bookstore information to students, faculty and staff, develop mission, objectives and goals, conduct assessment, complete yearly inventory.

1999-2010

Business Office Clerk, DCB

Train part-time business office employees, receiving, assist with payroll, manage motor pool, complete DOT mileage reports, front window reception, mailroom clerk (disperse and process), and present information to students.

2005-2021

Supervisor for ACT administration, DCB

Complete set-up for testing, administer tests, and complete reporting process.

2006-2018

Apartment Building Manager (private and U.S. Government Rural Development)

Show and rent apartments, manage and perform general upkeep, process payroll, submit government reports including budget, process accounts payable, and provide conscientious customer service.

1998-2003

Employed by Senator David O'Connell, farm bookkeeper and legislative aid

Pay bills, end of year reporting for tax preparation, write letters and articles, and manage email.

1996-1999

Paraeducator (Special Education) and Administrative Assistant, Willow City Public School
Paraeducator: one-on-one aid for special needs student, half days
Administrative assistant: front desk, phones, bus radios, daily announcements, receiving orders, and lunch counts.

1977-1981

Paraeducator and Library Aid, Willow City Public School
Recess duty, library upkeep, train and oversee student librarians, correct papers, order books, process magazines and newspapers, help students with research, and revamp the individual grade libraries into one library under the direction of the librarian.

Teaching Experience

Taught introduction to computers, community education (several sessions), DCB 2006-2011
Paraeducator/Special Education, Willow City Public School, 1997-1998

Committees & Memberships at DCB

Tri-State College Bookstore Managers
ND College Bookstore Manager Group
Alumni Association
Recognition/Retirement Luncheon Committee
Rummage Sale Committee
Assessment Committee
Dining Hall Architect Selection Committee
Hiring Committees
Risk Management and Loss Control Committee (secretary)
Décor Committee (Thatcher Hall addition)
Adopt-a-Highway (Staff Senate Project)
DCB Staff Senate (served on committee that established Staff Senate, chairperson 2001-2004)
Strategic Planning Committee

Professional Development

Ergonomics Train the Trainer at Workforce Safety in Bismarck
(presented to DCB employees at in-service)
NDUS Payroll Training (in house and at NDSU)
Inventory Management training (individual)
Business Ethics training
Customer Service training (several presentations)
Office Etiquette training
Telephone Courtesy training
Sexual harassment training (video presentation)
Title IX training (yearly--as required by NDUS)
Defensive driving course (several sessions)
Large passenger van driving course

Cultural Diversity events (movies and presentations)
Safe Space/Safe Zone training
CPR-AED training
Theft and fraud/code of conduct training (yearly--as required by NDUS)
Internal controls concepts and applications training (yearly--as required by NDUS)
TEAMS training
Assessment training, including developing mission, goals, objectives
Records retention, training, and oversight, wrote campus policy
PCI compliance training
CPR/AED training
In-service presentations on attitude, dealing with stress, change, empowering women, etc.

Campus Activities

On campus concessions, volunteer 14 years
Attend athletic events
Attend honor symposiums
Attend book read brown bags, serve on panel discussion
Attend LumberActs productions
Attend campus forums
Attend picnics and potlucks
Attend PTK induction ceremony
Attend Evergreen, support a variety of campus fundraisers
Assist with nursing pinning reception
Little Free Libraries installation, upkeep, and financials
Participate in Relay-for-Life team events
Bookstore participation in homecoming events (parade, décor a door, tailgating)
Bookstore participation in holiday decorating, pumpkin decorating, etc.

Community Activities

Parent/Teacher Organization (president, vice-president, secretary, member)
Music Boosters (president, vice-president, secretary, member)
Sunday School teacher
Family Crisis Center Board of Directors (several terms—president, vice-president)
Bottineau County Farmers Union Board of Directors
Bottineau County Farmers Union, youth class instructor
SE Bottineau County Farmers Union Local (president for many years)
Women's church group (president, vice-president, secretary)
Summer baseball program (volunteer)
Library (volunteer)

Honors/Awards

DCB Student Excellence Award, Medical Assisting and Medical Secretary, May 1999
Staff Excellence Award, DCB, 2007
Lambda Pi Eta Membership, VCSU, May 9, 2012

References

Available upon request.