

Pamela M. Bellamy

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EDUCATION

Delta State University

Cleveland, MS

Bachelor of Science, Emphasis: Environmental Science

Expected: May 2019

Minor: Chemistry

- GPA 3.04

RELATED COURSEWORK

Instrumental/Applied Environmental Science

12/2017-Current

- Conducting instrumental analysis using Delta State's Scanning Electron Microscope (SEM) to determine the chemical composition of fruit in jams and jellies from across the United States

Database Management

05/2018-Current

- Creating a new database/filing system for the USDA's Easement Project

Geospatial Technology

05/2018-Current

- Utilizing programs such as ArcMap and ArcGIS Pro to convert legal descriptions and plats for landowners to digital map layers for faster reference and consultation using Landsat (land satellite) technology

EXPERIENCE

Delta State University Geospatial Information Technology

Cleveland, MS

Project Manager/GIT Technician

05/2018-Current

- Develop and run the Easements Project sanctioned by the United States Department of Agriculture (USDA) for the purposes of organizing and creating new ventures within the department's pre-existing filing and digitizing systems

Lawler-Harkins Hall Director

07/2018-Current

Community Development

- Facilitate development of community by creating opportunities for residents to interact; conduct hall meetings; educate residents about self-responsibility.
- Conflict Resolution/Addressing individual student needs and concerns.

Administrative Responsibilities and Communication

- Assist in the administration and management of assigned area(s), including completion of tasks and duties, and conducting weekly staff meetings.
- Supervise and evaluate the Resident Assistant staff in the assigned area(s).
- Record and report information as outlined on departmental and area-specific forms (inventories, service requests, incident reporting). Complete other paperwork as required and directed by supervisor.
- Serve as a resource, referral, and communication agent for staff and residents. Distribute paperwork, flyers, brochures, etc. according to instructions. Serve as liaison between staff, residents, and Housing & Residence Life.

Training, Meetings, and Duty Responsibilities

- Facilitate staff training and development activities; organize staff social and team-building activities; assume staff leadership role. Facilitate staff meetings as directed by supervisor(s).
- Respond to crises and emergencies as directed by supervisor or other management staff.