

Stacy Allard

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318 Highway 60 S., Willow City, ND 58384

EDUCATION

Master of Arts, Sociology	In Progress
Master of Arts, Forensic Psychology <i>University of North Dakota, Grand Forks, ND</i>	
Bachelor of Science in Career and Technical Education, Summa Cum Laude	May 2026
Minor: Psychology and Sociology <i>Valley City State University, Valley City, ND</i>	GPA: 3.960/4.0
Bachelor of Arts in Psychology, Magna Cum Laude	May 2026
Bachelor of Arts in Sociology, Magna Cum Laude	GPA: 3.883/4.0
Certificate of Behavioral Health <i>University of North Dakota, Grand Forks, ND</i>	
Associate of Applied Science in Medical Administrative Assistant	May 2025
<i>Dakota College at Bottineau, Bottineau, ND</i>	GPA: 4.0/4.0
Associate of Arts in Psychology	May 2022
Associate of Science in Liberal Arts <i>Dakota College at Bottineau, Bottineau, ND</i>	GPA: 4.0/4.0

PROFESSIONAL WORK EXPERIENCE

Distance Education Specialist & Dual Credit Advisor– Dual Credit **August 2019 - Present**
Dakota College at Bottineau, Bottineau, ND

- Support high school students, families, and partnering schools throughout the admissions, enrollment, and registration processes for Dakota College at Bottineau's College Credit in High School (Dual Credit) program.
- Advise prospective and current dual credit students on academic opportunities, course selection, educational planning, and college readiness.
- Serve as an advisor and liaison between students, parents, counselors, instructors, and school administrators to support student success.
- Conduct high school outreach visits, presentations, and informational meetings regarding dual credit and college opportunities.
- Administer and coordinate Accuplacer placement testing for prospective students.
- Provide Distance Education services and Blackboard support to dual credit and online students.
- Support LEAP program students through advising, enrollment assistance, and degree pathway guidance.
- Maintain student records, enrollment documentation, and program communications.

- Collaborate with campus departments to facilitate student services, registration processes, and academic support initiatives.

Accounting Clerk / Cashier

December 2014 – August 2019

Dakota College at Bottineau, Bottineau, ND

- Assisted students, parents, and community members with account inquiries, billing questions, and payment processing.
- Processed daily financial transactions and maintained accurate accounting records.
- Managed cash handling procedures and reconciled daily receipts.
- Provided customer service through in-person, telephone, and email communication.
- Assisted with student account management and payment plan inquiries.
- Generated reports and completed administrative and clerical duties to support Business Office operations.

HONORS, AWARDS, & PROFESSIONAL RECOGNITION

<i>Award of Excellence in Medical Administrative Assistant – Dakota College at Bottineau</i>	May 2025
<i>Chamber of Commerce Scholastic Award – Dakota College at Bottineau</i>	May 2022
<i>Staff Excellence Award – Dakota College at Bottineau</i>	April 2021

ACADEMIC HONORS

<i>President’s Honor Roll – Valley City State University</i>	Spring 2026
<i>Dean’s Honor Roll – Valley City State University</i>	Fall 2025
<i>Honor Roll – Valley City State University</i>	Summer 2025
<i>President’s Honor Roll – University of North Dakota</i>	Spring 2024, Fall 2023, Spring 2023
<i>Dean’s List – University of North Dakota</i>	Fall 2022
<i>Dean’s List – Dakota College at Bottineau</i>	Spring 2025, Fall 2024, Summer 2024, Spring 2022, Fall 2021, Summer 2021, Spring 2021

HONOR SOCIETIES & ACADEMIC MEMBERSHIPS

<i>Alpha Kappa Delta - University of North Dakota</i>	January 2024 - Present
<ul style="list-style-type: none"> • International sociology honor society recognizing academic excellence in sociology. <ul style="list-style-type: none"> ○ Membership based on GPA and sociology coursework. 	
<i>Psi Chi National Honor Society - University of North Dakota</i>	October 2023 - Present
<ul style="list-style-type: none"> • International honor society recognizing academic excellence in psychology. <ul style="list-style-type: none"> ○ Membership is based on GPA and psychology coursework. 	
<i>The National Society of Leadership and Success – University of North Dakota</i>	May 2023 - Present

- Leadership honor society recognizing academic and leadership development.
 - Membership is based on academic achievement and leadership potential.

Tau Sigma National Honor Society - University of North Dakota

February 2023 - Present

- National Honor Society recognizes academic excellence of transfer students.
 - Membership based on high academic achievement during the first term after transferring to a four-year university.

Phi Theta Kappa - Dakota College at Bottineau

February 2022 - Present

- International honor society for two-year colleges recognizing academic achievement.
 - Requires a minimum 3.5 GPA.

PUBLISHED OER

Allard, Stacy (2024). Martha Bernal. In A. E. Kelly & B. N. Avila (Eds.), *Open history of psychology: The lives and contributions of marginalized psychology pioneers*. Pressbooks.

<https://pressbooks.pub/openhistoryofpsychology/>