

# ROSA A. BEDOLLA-GAXIOLA (ROSSY BEDOLLA)

---

 rbedolla2@unl.edu |

## PROFILE

Project and grant management professional with experience coordinating commercial, research, and innovation initiatives for public and private institutions. Skilled in project budgeting, reporting, recruitment, and stakeholder engagement. Known for being a fast learner, organized, and a collaborative leader with strong communication and conflict management skills.

## CORE COMPETENCIES

- Project & Grant Coordination
- Budgeting & Financial Reporting
- Stakeholder Communication
- Talent Recruitment
- Timeline & Task Management
- Team Leadership
- Fast Learning & Adaptability

## PROFESSIONAL EXPERIENCE

### University of Nebraska-Lincoln

**Office Associate for the Center for Plant Science Innovation | July 2024 – Present | Remote.**

- Schedule and agenda planning.
- Prepared financial and progress reports for management.
- Website management.
- Supported internal communication and team engagement.

### Espacios IR

**Business Development & Recruitment | May 2021 – October 2021 | Sinaloa, Mexico.**

- Recruited 32 financial services professionals.
- Prepared financial and progress reports for management.
- Estimated project costs and served as liaison with clients and sponsors.
- Supported internal communication and team engagement initiatives.

### StelaGenomics Mexico

**Junior Project Manager | May 2018 – December 2020 | Guanajuato, Mexico.**

- Coordinated submission of 3+ competitive research grant proposals.

- Scheduled timelines and tracked deliverables for 3 active grants.
- Created financial summaries and progress updates.
- Delegated tasks and aligned project goals with team strengths.

**Assistant Project Manager | April 2017 – April 2018 | Guanajuato, Mexico.**

- Developed network diagrams for project milestones.
- Ensured contract fulfillment and organized project documentation.
- Supported procurement, vendor coordination, and reporting.

**Scientific Director's Assistant | April 2015 – April 2017 | Guanajuato, Mexico.**

- Scheduled travel, organized files, and coordinated logistics for company leadership.
- Served as liaison between clients, sponsors, and internal teams.
- Facilitated project updates and maintained responsive communication channels.

## **EDUCATION**

**Master's Degree in Project Management**

Universidad Europea de Monterrey (Online)

Completed coursework in leadership, financial oversight, and strategic planning.

**Bachelor's Degree in Biochemical Engineering**

Universidad Autónoma de Sinaloa, Mexico

## **CERTIFICATIONS**

- Title IX Training – Faculty & Staff— University of Nebraska – August 2024
- NU Annual Information Security Fundamentals— University of Nebraska – August 2024
- Agile with Jira Project — Coursera – March 2025
- Introduction to Project Budgets — Candid – June 2025
- Introduction to Proposal Writing — Candid – June 2025