



## Allie Bellinger

Admin & Ops  
Specialist

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“  
***Don't be afraid. Be  
focused. Be  
determined. Be  
hopeful. Be  
empowered.***”

***– Michelle Obama***

### Responsibilities

I am a hardworking and dedicated individual who loves to contribute in a way that makes a difference. As an Administration and Operations Specialist at IMEC, I get to do just that. My role consists of a variety of duties that include attending board meetings, creating procurement forms, managing reimbursements, and providing project and office support as needed. I also have an interest within HR and DE&I, which plays into my role as my responsibilities evolve with IMEC.

I am excited to contribute independently and collaboratively to projects and processes that positively impacts how IMEC can continue igniting manufacturing excellence in Illinois.

### Qualifications

- Bachelor of Science in Business Management with a specialization in HR from Iowa State University.
- Python Coding Language Certification