

Nikki Boyles

Springfield, MO

Authorized to work in the US for any employer

Work Experience

Unemployed - stay at home Mom

None. - Springfield, MO

May 2019 to Present

Sales Associate and Key Holder

Smokecignals - Slidell, LA

May 2017 to November 2018

Pleasantly greeted and educated customers about about the wares of the store. Clearly and consicesly explained proper maintenance and care to ensure the safety and longevity of each product. Impressed upon customers the importance of battery safety and the hazards associated with improper care and mishandling. Maintained a "clean room" in accordance with FDA standards. Deligated cleaning and store upkeep duties during downtime and maintained balance of the cash register. Answered phones, troubleshooting problems and delt with solicitors about possible store inventory.

General Manager's Assistant

MedData/Medtron - Covington, LA

June 2015 to June 2016

Aided in the creation and implementation of new services and programs to different departments within the company to streamline the process and ensure maximum productivity, accuracy, and compliance with company protocol, while minimizing time expended to complete a given task. Created and maintained self updating databases monitoring the progress of each department. Helped the personal assistant of the CEO with accounting and record keeping of the daily personal expenses of the CEO and his family - dealing with stocks, investments, and their real estate assets. Created a database for checks and balances of the input of medical codes into the system with little to no error.

Proficent in Word, Excel and PDFs with a typing speed of 62 words per minute.

Assistant Safety Officer

USMC, Cherry Point - Havelock, NC

March 2013 to March 2015

Routinely inspected 50 aviation workspaces and offices for compliance to OSHA's Fire and Safety Standards, and NAVOSH (Navy Occupational Safety and Health) regulations. Instructed and deligated duties to the appropriate chain of command to resolve and maintain a safe work environment for Marines. Created and maintained MAFs (Maintence Action Forms) and databases of the current defiencencies and the progress of their resolution. Delivered and reviewed the occupational and personal safety training of over 250 Marines in MALS-14. Filed and kept safety reports of injuries and implemented new regulations and overiewed the installation of equipment (as necessary) to mitigate repetition of the violations. Inspected and updated the SDS's (Safety Data Sheets) and ensured that HAZMAT and the proper PPE (Personal Protective Equipment) required was utilized safely in the applicable workspace.

Fixed Wing Aviation Maintenance - Composite and Hydraulics

USMC, Cherry Point - Havelock, NC

March 2010 to March 2013

Inspected, maintained, and repaired aircraft hydraulic/pneumatic systems and system components. Used color-coded charts of aircraft piping and lines; read schematic diagrams, shop sketches, and blueprints and interpreted applicable technical data; performed component repairs; used fluids and gases in applicable systems; used precision measuring equipment; assisted in and performed required inspections; fabricated replacement lines of tubing and hoses. Fabricated metal patches for aircraft primary and secondary structures.

Education

Diploma

Buffalo Senior High School - Buffalo, MO

August 1995 to August 2019

Skills

- Microsoft Office (8 years)
- Minor System Component Repair (8 years)
- Data Entry (4 years)
- Database Management (4 years)
- Data Analysis (4 years)
- Account Management (4 years)
- Budgeting (4 years)
- Billing (3 years)
- Customer Service (1 year)
- Documentation (8 years)
- Filing (8 years)
- Leadership Development (5 years)
- Medical Billing (1 year)
- Medical Coding (1 year)
- Leadership Training (5 years)
- Office Management (1 year)
- Quickbooks (1 year)
- Risk Management (5 years)
- Sales (1 year)
- Windows (8 years)

Military Service

Branch: United States Marine Corps

Service Country: United States

Rank: E3 - LCpl

March 2010 to March 2015

Please see my work experience

Certifications and Licenses

Aircraft Intermediate Level Structures Mechanic

Present

Level III: Aircraft intermediate level structures mechanics inspect, maintain, and repair aircraft intermediate level structural components. The Aircraft Intermediate Level Structures Mechanic uses a variety of techniques to perform maintenance and repair of structural components. The mechanic diagnoses, prepares, repairs, and returns to service sheet metal and non-metallic structures, rotor blades, flight control surfaces, and aircraft doors and panels. These duties are conducted with no supervision while adhering to and enforcing industrial safety methods and procedures for hazardous materials (HAZMAT), personal protective equipment (PPE), tooling usage, group safety, and equipment use. Supervisory duties include planning and scheduling workflow; inventory control and supply; training and development; and problem solving.

Level IV: Aircraft intermediate level structures mechanics inspect, maintain, and repair aircraft intermediate level structural components. The Aircraft Intermediate Level Structures Mechanic uses a variety of techniques to perform maintenance and repair of structural components. The mechanic diagnoses, prepares, repairs, and returns to service sheet metal and non-metallic structures, rotor blades, flight control surfaces, and aircraft doors and panels. These duties are conducted with no supervision while adhering to and enforcing industrial safety methods and procedures for hazardous materials (HAZMAT), personal protective equipment (PPE), tooling usage, group safety, and equipment use. Supervisory duties include planning and scheduling workflow; inventory control and supply; training and development; and problem solving.

The technician is the technical expert for this field. This mechanic supervises and manages people, resources, and processes to maximize performance and output; performs safety and hazardous material inspections; orders, issues, and controls supplies; utilizes the computer to conduct these duties and track training for level II and III mechanics; and assures airworthiness of structures and structures components.

Additional Information

I am cheerful, pleasant, respectful and kind to those around me. I want to work and grow in a friendly environment with my peers and learn from those above and around me.

In the future I see myself in a successful management position.

During my time in the Marines I learned about proper leadership, integrity, dependability, tact, judgement, and responsibility and I implement them in all my current duties and situations.