
Nicole Erin Barkley

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Education:	University of Minnesota – Twin Cities, Minneapolis, MN. Major: Economics GPA: 3.28 Graduated – May 13, 2007
Experience:	
May 2020 - Current	UConn – Office of the Vice President for Research, Storrs, CT Executive Assistant to the AVP, Innovation and Entrepreneurship Responsibilities: Providing administrative and calendar support for the AVP, data management and analytics, presentation creation, budget preparation and management, various HR related tasks.
October 2019 – June 2020	Quick Med Claims , Pittsburgh, PA Assistant to the Associate Vice President for Innovation & Entrepreneursh Responsibilities: Research and collate development data for marketing purposes, clean and update sales database (SalesForce), create reports from online databases providing RFP and sales lead information.
January 2013 – March 2015	UConn Foundation , Storrs, CT Athletic Development Coordinator Responsibilities: Providing administrative support for athletic development, serving as liaison between University Athletics and UCONN Foundation, processing and data collection of donations for ticketing purposes, coordinating with Athletic Director's office, travel arrangements, expense reporting including Kuali management, coordinating sports memorabilia/gear for donation, donor research and reporting.
September 2011- December 2013	Miranda Creative , Norwich, CT Assistant to the Creative Director/Team & Web Administrator Responsibilities: Providing administrative support, calendar management, travel arrangements, client support, database management, identifying client prospects and initializing communication, managing projects from proposal creation through development process. Additional Responsibilities: Maintaining and updating client websites, most notably the internal communications website for L+M Hospital.
October 26, 2009 -August 1, 2011	U.S. Census Bureau – National Processing Center , Jeffersonville, IN Statistical Assistant – Statistical Methods & Quality Assurance Branch Responsibilities: Adjudicating scanned and human keyed data for discrepancies and anomalies in order to collect the most accurate data, preparing statistical reports for transmission to sponsors, applying procedures and working directly with data collection branch to collect the most accurate and complete data.
July 14, 2007 – August 12, 2009	Chastain, Jenkins & Leathers, LLC , Athens, GA. Office Manager/Assistant Property Manager Responsibilities: Office Manager – Preparing and compiling documentation for real estate sales files, maintaining and updating company website, entering and maintaining information on multiple listing service websites, creating print and online versions of marketing material, submitting and proofing advertisements, maintaining company accounts receivable and accounts payable, disbursing commissions to agents, marketing research, creation of company newsletter, answering all incoming calls and emails, managing part-time employees. Responsibilities: Assistant Property Manager – Collecting and processing of rental payments, coordinating maintenance requests, showing available property to potential tenants, maintaining accounts payable and accounts receivable, creating and updating marketing materials and advertising.

<p>October 1, 2004– August 12, 2005</p>	<p>Altra Federal Credit Union, LaCrosse, WI. Consumer Loan Processor Responsibilities: Preparing flawless loan documents quickly in order to meet deadlines, creating loan files, completing file maintenance, creating and updating spreadsheets, renewing lines of credit based on credit scores, answering member and employee questions regarding loan documentation, balancing departmental debits and credits.</p>
<p>February 14, 2004 – September 30, 2004</p>	<p>Altra Federal Credit Union, LaCrosse, WI. Teller II/Back-up Vault Teller Responsibilities: Teller II -Performing member transactions, balancing a cash drawer and an automatic cash machine, providing income verifications, updating payroll and automatic transfers, balancing departmental debits and credits, providing exceptional customer service. Back-up Vault Teller: Verifying monies bought and sold from the Federal Reserve, balancing branch vault, finding offages, encoding checks and shipping them to the Federal Reserve, balancing Credit Union's check totals.</p>
<p>October 2002- July 2003</p>	<p>TCF Bank, Minneapolis, MN. Teller II Responsibilities: Opening and closing branch, balancing cash drawer and automatic cash machine, balancing and filling ATM, performing customer transactions, cross-selling bank products.</p>
<p>Computer Skills:</p>	<p>Microsoft (Excel, Outlook, Word, Powerpoint, Publisher, Access) Industry Specific: Kualii, Salesforce, Mac Operating System, Adobe Creative</p>