

Katie Nicpon

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Career Objective Obtain a communications position working for Michigan State University Extension where I can effectively apply my diverse set of skills and experience in order to grow into producing exceptional communications.

Skills Profile

- Strong and effective communication, interpersonal, multitasking and customer service skills
- Grammar, writing, and editing skills; able to maintain confidentiality
- Effective team skills; able to work independently and take initiative
- Ability to work on several projects simultaneously in a deadline-oriented environment; able to work productively with frequent interruptions
- Excellent problem solving, decision making and organizational skills; able to adapt to change
- Ability to work accurately with detailed and complex information and concepts
- Knowledge of Michigan State University's structure, policies and procedures
- Able to creatively plan, lead and engage others within an educational setting
- Proficient in: Microsoft Office, Outlook Express, Adobe Connect, SharePoint
- Promethean Software, Mac OS, Windows; copy/fax/scan technology
- Energetic, highly motivated, creative, enthusiastic, flexible, and positive outlook

Professional Experience

Office Assistant III, *MSU Extension Director's Office, East Lansing, MI* January 2014- present

- Schedule, update and manage the calendar of the MSU Extension Associate Director and CANR Director of Stakeholder Relations
- Support Director of Stakeholder Relations in PR work with commodity groups, industry, and legislative contacts
- Use Expression Engine to update MSU Extension and AgBioResearch State Council Website
- Create, collect and put together materials for stakeholder relations meetings, events and interactions
- Answer/problem-solve reference, informational and directional questions received from the public; direct public to appropriate resources/assistance
- Collaborate with ANR Communications on FEC Award Ceremony: forms, collecting nominations, ordering awards, sending out communication to recipients, ceremony coordination
- Collaborate with ANR COMM on organizational announcements and press releases
- Create and develop correspondence, presentations using MS Office Suite
- Coordinate detailed in state and out of state travel arrangements
- Coordinate and notate weekly conference calls with Senator Stabenow's staff
- Provide support for MSU Extension Strategic Connections Action Team

Clerical Aid/Secretary III, *Bailey Scholars Program, East Lansing, MI*, September 2013-September 2014

- Perform general office duties and providing secretarial support to the director, faculty and students as Fiscal Officer using MS Office software, EBS, Quali and payroll procedures
- Answer Avaya telephones and greet and assist faculty, staff, students and guests
- Order office supplies and maintain inventory
- Co-plan, coordinate and participate in BAiley Scholars events and meetings
- Process funding requests, awards and scholarships for students and faculty

- Payroll; manage hiring and appointment forms
- Work as a team member along with student director, student employees, director and academic coordinator

On-call Executive Staff Assistant, MSU Extension Director's Office, East Lansing, MI July-August 2013

- Schedule, update and manage the calendar of the MSUE Director
- Provide administrative support to the Director of Michigan State University Extension.
- Assist and provide customer service to Director's Office clientele
- Answer/problem-solve reference, informational and directional questions received from the public; direct public to appropriate resources/assistance
- Oversee mail distribution for the Justin S. Morrill Hall of Agriculture.
- Coordinate bi-weekly webcasts for MSU Extension personnel using Adobe Connect.
- Create and develop correspondence, presentations using MS Office Suite
- Coordinate detailed in state and out of state travel arrangements

French Teacher, Wade Hampton High School, Greenville, SC

2012-2013

- Created and implemented lesson plans and materials to meet student learning goals
- Managed a large group of learners with diverse needs
- Met administrative deadlines and attended required professional development
- Incorporated technology into students educational experience: taught using Promethean(smart board) interaction; maintained a course website with educational materials
- Designed assessments, managed, recorded and analyzed student data
- Actively collaborated and communicated with administrators, students, parents, coworkers via e-mail, phone, letters and meetings

Clerical Staff Assistant-Student, MSU's Office of AgBioResearch, East Lansing, MI

2007-2011

- Performed a variety of tasks: filing, data entry, mailings, photocopying, collection of materials
- Used Word, Excel, PowerPoint to create and develop requested materials
- Maintained an on-going inventory of office supplies; ordered supplies when necessary
- Greeted AgBioResearch clientele; answered/directed incoming phone calls
- Transcribed interviews and proofread articles for AgBioResearch publications
- Provided assistance to and completed tasks for all members of the AgBioResearch staff
- Responsible for physical maintenance of the AgBioResearch kitchen

Clerical Staff Assistant-Student, MSU Extension Director's Office, East Lansing, MI Summer 2010-11

- Answered and directed statewide phone calls to the appropriate Extension staff member
- Distributed building and Extension office mail
- Responsible for a weekly mailing to all County Extension Offices
- Assisted with paperwork, filing, copying and other office tasks

Education

2015-Present Bachelor of Arts in Professional Writing, *projected graduation: Fall 2017*
Michigan State University, East Lansing, MI

2011-2012 Teacher Certification Internship Year and Graduate Coursework
Michigan State University, East Lansing, MI

2007-2011 Bachelor of Arts Degree French
 Michigan State University, Honors College, East Lansing, MI
 GPA: 3.86

Work Related Experience and Community Involvement

2011-2012	Teaching Intern	<i>Walled Lake Central High School, Commerce</i>
2011 January-April	French for Kids Program Volunteer	<i>Michigan State University, East Lansing</i>
2010-2011	French Film Festival Co-coordinator	<i>Michigan State University, East Lansing</i>
2010 May-August	Potter Park Zoo Volunteer	<i>Potter Park Zoo, Lansing</i>
2003-2004	Small Group Youth Leader	<i>Metro Detroit Christian Church, Farmington</i>
2001-2002	Child Care Assistant	<i>Metro Detroit Christian Church, Farmington</i>