

# Nicole Cloyd

1528 N Ashland Ave  
Chicago, IL 60622  
(309) 825-5200  
ncloyd33@gmail.com

## EDUCATION

### Illinois State University | 2013

Bachelor of Science in  
Environmental Health  
Minor in Business Administration

### Northwestern University | 2018

Coding Boot Camp

## PROFESSIONAL DEVELOPMENT

- JavaScript
- React
- HTML
- CSS
- SQL & MySQL
- Python
- SmartSheet
- Advanced Microsoft Excel skills
- Adobe Creative Cloud
- Cognos Reporting
- Northwestern Data Science Workshops
- Agile and Waterfall Methodologies
- PMI 401: Essentials of Project Management

## LEADERSHIP

- Achieve Program at Southern Illinois University Carbondale
- Kohl's Associates in Action volunteer
- Habitat for Humanity Alternative Spring Break
- PAWS volunteer
- Rebuilding Together volunteer
- sustainNU Resource Conservation Working Group

## INTERESTS

- Learning Spanish
- Learning new technologies
- Studying for the Certified Associate in Project Management (CAPM) exam

## PROFESSIONAL EXPERIENCE

### Northwestern University | 2015-Present

Educational and research institution.

#### Project Administrator

- Provided support for a team implementing IBM Tririga, an Integrated Workplace Management System, in order to streamline access to Facilities information and services for a community of 10,000 users
- Developed standardized forms and procedures to manage project documentation including project plans, business requirements, meeting minutes, action items, enhancements, and change requests
- Managed scheduling of all project meetings and events for a diverse project team of 30
- Performed iterative functional testing on technical builds to ensure software functionality aligns with business requirements
- Documented and defined system access, portals, and homescreens for roles and security groups across three modules
- Managed comprehensive user list to categorize University personnel into appropriate security groups

#### Safety Data Specialist

- Developed a web-based Safety Data Sheet (SDS) Database, populating over 1,000 records for the Facilities Department
- Audited four warehouse locations to ensure all hazardous chemicals and materials are tracked in the SDS Database
- Ran queries and reports from the facilities management information system (FAMIS), containing 40,000 inventory records, analyzed and cleansed data

### IMS Engineered Products | 2013-2014

Supplier of precision sheet metal fabrication and electromechanical assemblies.

#### Environmental Health and Safety Coordinator

- Managed all Health and Safety programs for over 250 employees, programs included Safety Training, Indoor Air Quality (IAQ), GHS Hazard Communication compliance, Hearing Conservation, Personal Protective Equipment (PPE), Hazardous Waste Management, and Forklift Certification
- Responsibilities included record keeping, data management, regulation research and interpretation, report development, and emissions tracking
- Filed air and water compliance reports required by the Illinois EPA and Metropolitan Water Reclamation District of Greater Chicago

### Argonne National Laboratory | 2013

Multidisciplinary science and energy research center managed by the U.S. Department of Energy.

#### Industrial Hygiene Intern

- Provided Industrial Hygiene Technician support to the Environment, Safety and Quality Assurance division, a group which provides a safe and productive work environment for over 8,300 facility users
- Performed personal and area noise monitoring, air sampling, chemical monitoring, and wipe samples across the campus
- Produced environmental sampling procedures, analyzed data, developed reports, and recommended appropriate controls or actions based on the findings

### Baxter's American Grille | 2012-2015

Hostess and Banquet Server

### Kohl's Department Stores, Inc. | 2009-2013

Sales Associate

- Employee of the Month in May 2010 and December 2011