Nikki Castle
Broomfield, CO 80020

WORK EXPERIENCE

Business Operations Specialist, **PartnerCentric**   Remote   February 2017-April 2020
- Sent monthly invoices and payment reminders to clients using QuickBooks
- Co-ordinated payroll for over 40 employees
- Pulled monthly billing reports from multiple online affiliate networks
- Assisted on-boarding & off-boarding of employees and clients

Technical Director – Boulder Valley School District   Louisville, CO   October 2019-March 2020
- Supervised the set build, costumer construction, and lighting & audio set up.
- Guarantee that the director, cast and crew have everything they need to keep the production running smoothly
- Assisted students as needed in building their own technical skills, including using power tools, using Qlab software, and sewing techniques

Freelance Stage Manager/Production Manager   New York, NY   October 2011-June 2019
Credits include: The Amoralists Theater Company, All For One Theater, New York City Children's Theater, Gideon Productions, Manhattan Theatre Source
- Managed the crews and casts of up to 18 members during performances
- Co-ordinated and set up over 200 rehearsals, including technical rehearsals
- Guarantee that the director, cast and crew have everything they need to keep the production running smoothly

Sales Support Coordinator, **Humanscale**   New York, NY   March 2016 – February 2017
- Processed sales orders in Oracle
- Supported Sales Team with orders and customers

Front Desk/Operations Assistant, **ExerBlast**   New York, NY   November 2012 – June 2014
- Processed payments
- Ordered standard office supplies, such as toilet paper, paper towels, and cleaning products

Head Cashier, **Modell's Sporting Goods**   Brooklyn, NY   October 2010-January 2011
- Managed registers
- Handled returns
- Counted tills in and out

Sales Associate/POS Supervisor, **Kohls**   Louisville, CO   November 2006 – June 2009
- Rung transactions on cash registers
- Counted tills in and out
- Handled customer returns

SKILLS

- Organizing
- Researching
- Using Microsoft Office
- QuickBooks Enterprise
- Taking Direction

- Using Power Tools
- Exercising Patience
- Mediating Discussions
- Programming Languages: HTML, CSS, JavaScript, Node.js

EDUCATION

BA Arts & Science/Theatre, **University of Colorado, Boulder**   Boulder, CO   December 2009

Full Stack Developer Certification, **University of Denver**   Denver, CO   September 2020