

# Nora Cook

---

## EXPERIENCE

**Alameda County Temporary Assignment Pool**      DECEMBER 2019-OCTOBER 2020  
**Registrar of Voters, Oakland, CA**

**---Outreach Events Coordinator**

- Coordinated and set up events to provide outreach to the community and to promote voting throughout the county of Alameda
- Collected ballots for the 2020 Presidential Election

**Public Health Department, PHSPR, Oakland, CA**

**—Administrative Support II**

- Tech Specialist for the first operational period of the Sars-Cov-2 activation
- Managed several projects including communications strategies for vulnerable populations to wildfire smoke, nursing protocols for mass shelters, and point of dispensing program for medications and vaccines
- Supported meeting functions by scheduling meetings, creating and organizing supporting documents, creating agendas, facilitating meetings, writing meetings minutes, and distributing documents among stakeholders

**Cooking Round the World, Oakland, CA.**      JUNE 2019-SEPTEMBER 2019

**—Associate Business Manager**

- Full charge bookkeeping
- Created lasting relationships with our clients like Parks and Recreation centers and schools. A client once commented that I was their best Business Manager.
- Created KPI dashboards and forecasts with visualization using Excel and Tableau. Established goals from data to help drive business decisions
- Managed a workforce of 30+ people and their bi-monthly payroll for employees, each with multiple pay rates and accounts

**PG&E, San Francisco, CA.**      FEBRUARY 2019 – APRIL 2019

**—Billing Analyst**

- Recognized as a top performer within the first week of employment and assigned to a special team of four that investigates complex invoices
- Coded invoices, vouchers, expense reports, check requests, etc., conforming to standard procedures to ensure proper entry into SAP
- Received, researched, and resolved various routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons

**Biagini Waste Reduction Systems., Richmond, CA**

**—Sales and Marketing Director**

JUNE 2009 -NOVEMBER 2010

- Represented the firm at outreach and networking events with large office buildings, small businesses, and multi-family housing units to develop and promote recycling programs
- Gave presentations to prospective clients and presented new recycling programs to tenants, and trained janitorial services for office buildings up to 700,000 SqFt.
- Created pricing models and business proposals to propose cost-efficient high diversion rate recycling programs

**Central Contra Costa Solid Waste Authority, Walnut Creek, CA**

**—Recycling Associate**

OCTOBER 2008 - JUNE 2009

- Coordinated small business recycling program
- Created educational materials about the CCCSWA's various recycling programs
- Headed outreach events to educate the public on recycling and various waste management programs, including electronic waste disposal
- Coordinated and connected permitted haulers and property managers to develop individualized recycling programs for office buildings and small businesses

## SKILLS

Statistical and data analyses

Accounting

Financial Analysis

Business development

Administrative assisting

Project managing

Python

R

SQL

Excel

Salesforce

Tableau

Access

SAP

Outreach

## ACCOMPLISHMENTS

Wall Street Journal business section article featuring my career in waste management industry

## EDUCATION

**General Assembly,**

San Francisco      APRIL 2018

**—Certificate of completion of Data Science Immersive**

Learned how to program in Python, SQL, and Scala, plus a wide range of analytical tools including stats, regression analysis, machine learning, recommender systems, neural networks, random forests, supervised and unsupervised learning

**CSU East Bay,**

Hayward      JUNE 2008

**— B.S. in Business**

**Economics with a minor in Mathematics**