

# Nicole Cohen

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## Professional Experiences

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### Operations Coordinator

July 2022 - Present

#### PRONTO International | Seattle, WA

- Managed travel plans for our US based trainers, as well as our Kenyan trainers, for most recent trainings to Mozambique and Tanzania.
- Implemented stronger organizational tactics revolving around finances and bookkeeping.
- Manage procurement and shipment of our PRONTOPacks to various Universities and Medical centers.

### Procurement and Logistics Coordinator

Jan. 2022 - June 2022

#### PRONTO International | Seattle, WA

- Managed the entirety of supply procurement for our Mozambique mission and delegated an efficient packing schedule for my coworkers.
- Created a new physical and computational organizational system for incoming supplies needed for upcoming missions.

### Shipment Coordinator

Sept. 2021 – Jan. 2022

#### PRONTO International | Seattle, WA

- Organized, packed and shipped out various needed parcels with obstetric emergency simulation supplies and materials needed for USAID funded missions.
- Worked with peers to establish work schedules and efficient packing technique to meet needed deadlines for the missions.

### Barista, Starbucks | Gig Harbor, WA 2022

Nov. 2017 – Aug.

- Customer oriented position that required listening and responding in a timely manner with multiple tasks at hand. Along with creating and maintaining quality customer relationships.
- Various tasks performed under time sensitive constraints while maintaining a composed and friendly demeanor towards customers and co-workers.

## Education

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### University of Washington | Seattle, WA

Sept. 2019 – June 2022

Bachelor of Arts | History

Minor | Informatics

- History Fellows Program (Fall 2021-Winter 2022)

### University of Washington | Seattle, WA

Sept. 2022 – March 2022

Professional Continuation - Full Stack Web Development

## Community

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- UW Reproductive Rights Club

- Phone-banking campaign
- Wine and Cheese club