


SHEREE NICHOLSON

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 734-865-0876

 Belleville, MI 48111

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- UX Design
- HTML
- JavaScript
- Serve Customer Needs
- Team Collaboration
- Web Application Development
- CSS Editing
- UI/UX

EDUCATION

Grand Valley State University
Allendale, MI • 04/2019

Bachelor of Science: Liberal Studies

CERTIFICATIONS

- Meta Front-End Web Development,
Coursera - June-September 2023

WORK HISTORY

PRASC LLC - Bookkeeper
Southfield, MI • 03/2023 - Current

- Maintained and processed invoices, deposits, and money logs.
- Completed payroll for employees and maintained detailed records of procedures.
- Reconciled and corrected issues with financial records.

University Of Michigan - Clinical Research Coordinator Assistant
Ann Arbor, MI • 06/2022 - Current

- Worked with principal investigator and sponsors to facilitate daily trial activities and comply with research protocols.
- Screened patient records, databases, and physician referrals to identify prospective candidates for research studies.
- Collected data and followed research protocols, operations manuals, and case report form requirements.
- Followed informed consent processes and maintained records.
- Participated in initiation visits and investigator meetings, implementing trials in accordance with study timelines and budgets.
- Maintained compliance with protocols covering patient care and clinical trial operations.
- Gathered, processed, and shipped lab specimens.
- Skilled at working independently and collaboratively in a team environment.
- Self-motivated, with a strong sense of personal responsibility.
- Proven ability to learn quickly and adapt to new situations.
- Worked well in a team setting, providing support and guidance.
- Passionate about learning and committed to continual improvement.
- Demonstrated respect, friendliness, and willingness to help wherever needed.
- Managed time efficiently in order to complete all tasks within deadlines.

University Of Michigan - Laboratory Animal Technician
Intermediate
Ann Arbor, MI • 09/2019 - 06/2022

- Restrained animals for examination and treatment.
- Assisted in examination and treatment of animals in veterinary clinic.
- Cleaned, sterilized, and maintained kennels, operating rooms, and surgical equipment.
- Followed safety protocols for handling animals.
- Maintained clean and safe animal living areas.
- Kept detailed records of animal treatments and medications.
- Observed animals for signs of distress or illness.
- Monitored vital signs and provided nursing care for animals.
- Prepared and administered diets and feedings according to instructions.
- Monitored laboratory animal behavior and health.