Nicole Adams 713-494-6677

nicole.adams390@yahoo.com

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| Professional Experience | |
| Adroit Partners, LLC– Houston, TX January 2015 to February 2016  Completed three administrative assignments over the course of a year.  Downhole Technology Inc., Houston, Texas September 2015 to February 2016  Document Control Clerk  Scanned documentation into a computer database.   * Created electronic and paper filing systems. * Heavy data entry; Logged and tracked large amounts of data. * Heavy use of FileMaker, Excel, and Word   IAH Chief Pilot’s Office - United Airlines, Houston, Texas May 2015 to June 2015  Airport Ops Trainer  Assisted pilots with turning in outdated Electronic Flight Bags. Setting up new iPads with federally required applications.   * In person and over the phone interaction with pilots to assist with iPad set up. * iPad and technical trouble shooting. * Answered questions and communicating updates regarding apps and new technology. * Inventory control. * Light administrative task and assisting in reception area. | |
| Downhole Technology Inc., Houston, Texas January 2015 to March 2015  Document Control Clerk  Scanned documentation into a computer database.   * Created electronic and paper filing systems. * Heavy data entry; Logged and tracked large amounts of data. * Minor Revisions to technical documents. * Collaborated with engineering management to create a project management board. * Heavy use of FileMaker, SharePoint, Excel, Word and PowerPoint.   United States Postal Service, Houston, Texas January 2013 to October 2013  Sales and Service Distribution Associate  Assisted customers with postal and shipping needs.   * Knowledge of products and services. * Assisting with dispatch and movement of mail. * Sales of stamps, money orders and promotional products. * Problem solving and deescalating issues with potentially unsatisfied customers. * Ability to move between various functional areas.   Scott & White Memorial Hospital, Temple, Texas January 2011 to July 2011  N.I.C.U. Health Unit Coordinator  Performed clerical duties necessary to support patient care activities. Acted as a liaison for the unit.   * Transcribed and filed physicians’ orders. * Arranged tests, procedures and appointments. * Coordinated air and ground transpiration for the transport team and critical patients. * Processed admissions, transfers and discharges by collaborating with Admissions. * Work in partnership with the blood bank, radiology, and pharmacy. * Maintained levels of supplies, forms and patient care equipment. Transported patient care items. * Cross-trained on Pediatric unit and Pediatric I.C.U.   Chase Bank, Waco, Texas January 2010 to May 2010  Teller  Provided excellent customer service while accurately handling financial transactions.   * Executed Policy & Procedures while following security protocol. * Played role in establishing and maintaining customer relationships. * Met monthly sales goals. * Duties included currency exchange, preparing coin orders and processing large transactions for commercial clients. * Ability to move between motor bank, cash vault and teller line. | |
| Starbucks, Cypress, Texas November 2008 to October 2009  Barista  Creating an outstanding customer experience in a fast paced environment.   * Food and drink preparation. * Cashiering. * Promoted products. * Setting up and stocked displays. * Heavy multi-tasking between various areas. | |
| Education | |
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Sam Houston State University – Huntsville, Texas

Bachelor of Science- Public Health

December 2016

Lone Star College - Houston, Texas

Associates of Applied Science

August 2015