

Nicole Devine

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Education

Carthage College- Kenosha, WI

- BA: Biology and Criminal Justice; Spanish minor
- Class of 2014
- GPA: 3.7/ 4.0

Experience

Quality Technician

January 2015 to Present

Arro Corporation- Hodgkins, IL

- Conduct analytical testing on all products to determine if they meet customer determined specifications
- Send out samples to various customers and for microbiological testing
- Calibrate equipment on a weekly basis and inform QA manager of future service dates
- Train newly hired employees

Research Technician

Arro Corporation- Hodgkins, IL

September 2014 to January 2015

- Conducted analytical testing (pH, salt water activity, moisture, etc.) to support product development
- Organized data and drew conclusions from a variety of microbiological, chemical and physical tests
- Developed new products and innovations through all stages of product introduction while staying within specified parameters
- Conducted trial work in lab or plant environment
- Evaluated products against targets and goals for taste, texture, and other nutritional requirements

Legal Assistant

May 2011 to September 2014

Raymond & Raymond, Ltd.- Schaumburg, IL

- Analyzed medical records and calculated client medical expenses
- Was responsible for intake of information on new cases
- Oversaw daily functions when attorneys were out of office
- Created legal documents to prepare cases for trial

Intern

February 2014 to May 2014

Kenosha County Sheriff's Department- Kenosha, WI

- Observed various areas of law enforcement including patrol, prisoner conveyance, school resource officer, civil process, detective bureau, community relations, special events, range, and jail
- Assisted in community events by watching for suspicious people, directing traffic, and directing pedestrian traffic

Resident Assistant

February 2014 to May 2014

Carthage College- Kenosha, WI

- Supervised residents and enforced the Carthage Community Code
- Developed programs focusing on building floor and campus community involving themes such as personal development, relationships, security, and academic success
- Performed administrative tasks including room condition reports, maintenance requests, incident reports, and the room change process

Banquet Server

January 2011 to May 2014

Sodexo- Kenosha, WI

- Assisted supervisor in various catering events for Carthage administration and potential students
- Helped manage other students for on-campus and off campus events at the Kenosha Public Museum

Skills

- Fluent in Spanish
- Analytical Testing
- Microsoft Office
- Time Management
- Multi-tasking
- Data Entry
- Research
- Team Leadership
- Organization