

NICHOLE R. REYES

1749 Venice Lane
Longmont, CO 80503

303.304.7544
nichole.raemarie@yahoo.com

CHARISMATIC, UPBEAT PROFESSIONAL has the knowledge, skill and versatility to cover any variety of responsibilities within a corporate environment. Collaborative team player, known for positive attitude that uplifts coworkers. A decision maker, excels in positions requiring minimal supervision. Able to successfully control multiple projects simultaneously. Highly intelligent, with a nearly photographic memory, and a mind open to learning. Embraces change, strives for continuous improvement.

AREAS OF EXPERTISE & STRENGTH

- ◆ Project Management
- ◆ Customer Service
- ◆ Writing / Grammar
- ◆ Administrative Support
- ◆ Highly Consultative
- ◆ Banking
- ◆ Basic Spanish
- ◆ Budget Control
- ◆ Active Listening
- ◆ Document Management
- ◆ High Proficiency Sales
- ◆ Operational Reports

EXECUTIVE ASSISTANT / PROJECT LEADER

- ◆ Partner directly with company presidents and board of directors, and provide exemplary support for executive leaders of finance, human resources, payroll, accounting and legal services. Experienced in nonprofit organizations.
- ◆ Expert in managing schedules, calendars and travel itineraries worldwide. Exceptional talent to coordinate special events, business conferences and sales meetings, including preparing agendas and managing catering. Able to simultaneously supervise projects for corporate headquarters and multiple field offices.
- ◆ Lead projects in various capacities: maintenance of employee and contractor files, construction, document management, inventory control, capital depreciation analysis, and tax and audit preparation.

FINANCIAL SERVICES

- ◆ Comprehensive knowledge of financial products and services, including home equity, mortgage, and auto loan originating and closing. Counseled customers concerning immediate and long-term financial goals.
- ◆ Obtained FINRA Series 6 and 63, and 7 and 66 securities licenses. Notary Public and NMLS certified.
- ◆ Excellent ratings on all compliance inspections and audits.
- ◆ Assumed branch manager duties as needed. Represented bank at marketing events, rallies and volunteer opportunities.

EDITING / PROOFREADING

- ◆ Impeccable attention to detail. Strong writer, excellent composition skills, and exceptional ability to use the rules of grammar and punctuation. Can find spelling errors in anything. Experienced working with corporate attorneys, processing complex legal documents often hundreds of pages long. Trusted to improve style and consistency.

TECHNICAL SKILLS

- ◆ Advanced proficiency utilizing a broad range of applications, including Microsoft Office Suite 2003, 2007 and 2010, and Adobe Professional Suite, Wordpress, Avectra, SalesForce, Ad Systems, Oxford Abstracts, Google Docs, Webex, Skype.

WORK HISTORY

Navigant Consulting, Inc. – *Operations Specialist* ◆ October 2013 to Present
U.S. Bank – *Personal Banker / Licensed Banker* ◆ April 2013 to August 2013
Colorado Chautauqua Association – *Administrative Assistant* ◆ On Contract, March – April 2013
American Solar Energy Society – *Office Coordinator / Executive Assistant* ◆ August 2012 – January 2013
Solera Holdings, Inc. – *Executive Assistant* ◆ 2009 to 2012
Wells Fargo Bank – *Personal Banker / Lending Officer* ◆ 2005 to 2009
Washington Mutual Bank – *Teller / Lead Teller* ◆ 2004 to 2005
Handspring, Inc. – *Vendor Relations / Receptionist* ◆ 2000 to 2003
Simpson, Thacher & Bartlett – *Legal Office Administration* ◆ 1999 to 2000

EDUCATION

College of Notre Dame (now Notre Dame de Namur University), Belmont, CA ◆ Liberal Arts/Business