

NICOLE STOKES

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PROFILE

Operational experience including but not limited to office management, executive assistance, marketing and IT coordination. Vast experience at both enterprises and startups. Expertise in cross-functional collaboration and integration with new internal systems and processes. Performance and results-driven. Excellent communication and people skills. I enjoy both collaborative and leadership roles.

- ✓ Strong leadership
- ✓ PMP in Process
- ✓ Exposure to various industries
- ✓ High Level of Confidential Support
- ✓ Tech Savvy, timely problem solver
- ✓ Adapting to personnel and situations

CAREER HIGHLIGHTS

- Creating workflow documentation for internal trainings and programs
- Events: Internal & External meetings (up to 1200 people), Conferences, Holiday parties & team building
- Project Workflow and Communication

PROFESSIONAL BACKGROUND

BayHealth Development, Emeryville, California

April-December 2020

A UCSF/John Muir Joint Venture.

IT Coordinator & Executive Assistant

- Executive Support for Chief Information Officer and Directors: calendar management, meeting logistics and scheduling, creating presentations, writing email and memos, technical meeting minutes,
- Managed New Vendors, purchase order process as well as all internal contracts.
- IT Operations: Support QA Testing and Loading Processes, Perform testing activities with new app releases
- IT Support: Support MyCanopyHealth user program and all internal training, phishing campaigns and reports
- Employee Engagement lead for all internal events and committees

Wind River Systems, Alameda, California

February 2017-March 2020

Embedded Software for intelligent connected systems.

Sr. Executive Assistant

- High level of Executive support for SVP of Strategy, SVP Corporate Development and VP of Corporate Marketing
- Point of contact for logistics and planning of corporate events and all third party vendors
- Purchase Order Management, PR Management workflow and budgeting
- Point person for all internal collaboration tools (i.e. Jive, Salesforce, WebEx, Zoom, Slack)

Method Communications, San Francisco, CA

October - January 2016

PR & Marketing firm focused on high tech start-ups.

Office Manager

- Supported executives and partners of public relations firm
- Designed, wrote, edited and organized all internal training procedures
- Assisted with external branding messaging
- Managed all company events and meeting, including volunteering

Frazier Healthcare Partners, Menlo Park, CA

April - October 2016

PR & Marketing firm focused on high tech start-ups.

Executive Assistant and Marketing Associate

- Supported Marketing Manager and other VP's
- Managed internal database for contacts and leads for Executives
- Coordinated all company meetings and events
- Designed event invited and branding logos for partnering companies

Perforce Software, Alameda, CA

October 2013-February 2016

Technology company specializing in scale development products with version control & application lifecycle management.

Operations Coordinator & Internal Communications Administrator

- Supported Communications Manager, VP of Operations and backup for CEO support
- Internal Communications-wrote, edited and updated internal newsletter and intranet, and .com content
- Spearheaded internal support provider group to collect newest developments to then
- Assisted with managing a group of senior level writers to document processes across the company
- Owned lead generation and database management with client leads from trade shows

Saint Joseph Notre Dame High School, Alameda, CA

June 2010-September 2013

Private High School focused on curriculum rooted in critical thinking & project based learning.

Advancement Administrator

- Events and Volunteer Lead
- Managed Fundraising events from start to finish
- Supported Communications with creation of monthly internal e-newsletter and semi-annual alumni magazine
- Directed and developed volunteer program, including recruiting and retaining staff and training programs

Equity Capital Real Estate, Alameda, CA

January - August 2009

Boutique Real Estate Agency focused on REO's.

Marketing & Escrow Coordinator

- Supported Executives with Offers, Escrow and Marketing projects
- Created brochures for high value properties and Broker open houses
- Maintained client database and coordinated all direct mailings to clients

Purfresh, Inc., Fremont, CA

February - November 2008

Technology start-up manufacturing machine and tools for controlled atmosphere systems.

Office Manager & Marketing Coordinator

- Single IT person for our Reading location. Supporting approx. 50 users and managing everything from end-user machines to the network and servers

Additional Skills: ADP, Basecamp, Box, Clicktime, Commons, Confluence, Intacct, Jive, Microsoft Office and O365, One Note, Oracle, Photoshop, Salesforce, SharePoint, Smartsheets, Social Media Platforms (LinkedIn Elevate), Ticketing systems, Video Conferencing Software (Blue Jeans, Chime, Google Hangouts, Skype, Slack, Teams, WebEx, Zoom), Workday, Workfront, Word Press. Intermediate: html, web development.

NOTRE DAME DE NAMUR UNIVERSITY

BA in Communications, Minor in Business Administration, Cum Laude with Top Honors
Honor Societies: Omicron Delta Kappa, Lambda Pi Eta, Sigma Beta Delta.