

NICOLE C. LANGFORD

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EDUCATION

UNIVERSITY OF ILLINOIS

Urbana, IL — Bachelors of Art- Political Science, Philosophy, 2010

EXPERIENCE

ADMINISTRATIVE ASSISTANT 3

Northwestern University, Feinberg School of Medicine, Faculty Affairs; Chicago, IL 03/2014-Present

- Assist the SCR DG and the PI with scheduling, supply orders, travel arrangements, subject interview scheduling and scheduling of Grant Writers' Groups.
- Manage website maintenance, using Cascade Management System.
- Assist with maintenance of database, housing over 800 subjects.
- Perform basic administrative duties.

ADMINISTRATIVE ASSISTANT

Pulling Down the Moon; Chicago, IL 03/2013-04/2014

- Managed scheduling and sales for clients.
- Managed new client information and data.
- Scheduled appointments and follow up with clients through phone and e-mail.
- Handled confidential files in a professional and careful manner.

SALES LEADER

Express Fashion, Inc.; Chicago, IL; Champaign, IL 06/2008-03/2014

- Maintained sales goals by executing business insight standards set by the company.
- Assist in training and coaching new sales associates and advanced training for existing employees.
- Handle customer service issues and direct customers to the correct resources for ideal help.
- Helped manage payroll logistics and communicated daily performance goals with other managers.

ASSISTANT TEACHER

Ridgeland Daycare; Chicago, IL 08/2010-03/2011

- Assistant teacher for children who are victims of domestic violence.
- Constructed lesson plans, tutored children and created activities for life skills building.
- Worked with child psychiatrists to improve services for children in the classroom.
- Tracked all aspects of classroom performance including: daily activities, behavior, and development.
- Communicated with staff and parents on opportunities for daily classroom improvement.

OFFICE MANAGER

University of Illinois; Urbana, IL 05/2008-07/2010

- Answered phones, ran errands, made reservations, ensured proper handling of confidential files.
- Received visitors and meeting attendants in a courteous and prompt manner.
- Created budgets for meetings, controlled inventory and made purchase orders.
- Researched material and provided feedback for a developing website geared towards students.

LEADERSHIP

VICE PRESIDENT

Minority Association for Future Attorneys, Urbana, IL Fall 2009- Spring 2010

- Worked closely with a number of registered student organizations on campus.
- Participated in and helped plan presentations for weekly meetings.
- Organized Mock Trials.
- Chaired the Law and Business Council, which executed a successful Annual Law and Business Conference.

SKILLS

Microsoft Office Suite (Outlook, Powerpoint, Access, Word, Excel), Mac and Windows Operating Systems, 65 WPM typing speed, Cascade Management System, Doodle Scheduling