

NICOLE L. RAINEY
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Dedicated, efficient and enthusiastic team player proficient in the development, budgeting, and execution of strategic and tactical programs to meet company objectives and maximize profits. My strengths include strong organizational and communication skills which aid in establishing excellent client relations. I master product knowledge and the ability to learn quickly and adapt to change to ensure the highest level of customer satisfaction. My drive and compassion to succeed at new challenges makes me a vital asset. I am looking for an aggressive company in which I can apply my workplace acumen and advance while gaining knowledge of a new industry.

PROFESSIONAL EXPERIENCE

**SCOUT NON PROFIT CONSULTING
OWNER**

JULY 2011- PRESENT

**PANTERA ENERGY COMPANY
Executive Administrative Assistant**

NOVEMBER 2020- MAY 2021

As the main Administrative Assistant, I provided the following. Providing administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the executive's behalf. Maintaining comprehensive and accurate corporate records, documents, and reports. Performing minor accounting and bookkeeping duties. Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary. Answering incoming phone calls in a polite and professional manner and accurately taking messages. Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department. Managing the executive's day-to-day calendar, including making appointments and prioritizing the most sensitive matters. Coordinating travel arrangements (both domestic and international) and create trip itineraries. Using various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects.

**Turning Point Professional Counseling Services
Administrative Manager**

January 2019- May 2020

Administrative Manager of a regional behavioral health company, 4 locations, 12 practitioners. Responsible for billing, coding, collections for all therapists. Along with day to day office management such as appointment scheduling, accounts receivable and payable, payroll and all marketing activity. In my tenure we have opened a walk-in clinic, added 4 counselors in 2 locations along with increased collections, reduced bad debt and a change to all electronic systems for billing.

Owner Stone Post Grill and Bar

September 2016-2019

Owner Operator of a small bar and grill in Western Kansas. All aspects of running the bar, cooking, cleaning, payroll, taxes, recordkeeping.

**Director of Marketing and Foundation
North Central Kansas Technical**

September 2015-2016

Managed all marketing and public relations for both Hays and Beloit campuses. Managed a 60,000 a year budget for marketing and worked to ensure the economic future of the colleges. Worked as administration and many committees in regard to campus safety and security, administrative hearings and all other administrative needs. Created 2 TV commercials and one publication for school marketing. Managed all social media and changes to our website. Foundation management required newsletters and management of alumni activities. Created a giving platform for year-end giving, kept updated records for alumni and reached out to them for support of current students. Wrote and won many grants for equipment and one for continued education for under employed people within the NCK territory. The Career enhancement grant supports students living within the Dane G Hansen service area. This grant allowed community and business owners to nominate employees or motivated nontraditional students for a grant that allowed them to attend school with all expenses covered.

**KBK Industries LLC
Transportation Manager**

November 2014 to 2015

Managed transportation of all outgoing shipments. Currently supervising 12 employees and shipping for \$2.4 million in total saves monthly. Ensure customer goods move from production through the supply chain to the end user in a timely manner. Develop partnerships with outside carriers in shipping, pilot escorts and suppliers. Reviewed financial statements and managed budget. Manage performance of employees with emphasis on productivity, efficiency, and service delivery, Lead all distribution and transportation planning and strategic activities. Recruit, interview, select, train, motivate, coach, and mentor transport drivers

**ElderCare Inc.
Care Manager**

June 9, 2014-November-2014

Managing home services department of ElderCare Inc. Managed in home services such as Bathing, meal preparation, cleaning, financial management and other home maker services to the senior community. We focus on community members aged 60 and older; our services allow

them approximately 250 clients to maintain a level of safety and dignity by remaining in their home as long as possible. I manage an office staff of 2.5 and in home services staff of 70-80 remote employees at any given time.

Rush County Highway Department

September 2013-June 2014

Office Manager

Managed day to day business of the county road office. This included payroll, all state and federal records, sales tax, mine reporting, federal roads reports, budget, and all office functions.

Make-A-Wish of Southern Nevada

January 2012 to June 2013

Director of Program Services: Managed all aspects of Mission Delivery, \$1.5 million budget, three direct reports and 2-5 interns at any given time. Medical, community outreach, volunteer management also fell under my supervision. Developed and implemented medical and programs plan, assisted with strategic planning and budgeting for all departments. Programs department granted over 175 wishes and 17 programs for wish children in my tenure. Brought many community partnerships to increase the In-kind percentages from 26 to 41% overall in less than eight months. Added new partnerships with activities, shows, and venues to maintain wish quality and the wish overall experience for families.

Volunteer training, retention and education management for over 100 active in home volunteers and 125 general volunteers. Implemented volunteer retention activities, intern recognition and improved the overall relationship with volunteers of all types. Insured compliance with all policies and procedures for both the local chapter and national office with no internal audit faults in FY12. Wish Granting Committee (WGC) oversight; this committee is responsible for the day to day operational issues that arise that would not fall under the advisement of the Board of Directors. The BOD report for the Programs Department was created and presented by me and the WGC Chair.

Development Department assistance during the time we did not have a Director of Development. Offered guidance and expertise in relation to special events such as the Run for a Wish 5k and most other development activities since September 2012.

National Hemophilia Foundation Nevada Chapter

March 5, 2011 to September 2011

Executive Director for the State of Nevada (Contract)

The chapter was under a pre-existing merger with National Hemophilia Foundation. The chapter was not in a financial situation to maintain their own 501 (c) (3). This was a take-over of a non-producing chapter. This chapter did not have a current audit or a proper 990. During my time I pushed for these processes to be completed but met resistance from NHF. Despite the challenges I raised a total of \$46,000 in 5 months. I managed all aspects of the Hemophilia Foundation of Nevada, managed the office through the merger with the National Hemophilia Foundation in July 2011. During my tenure I managed, Fiscal Responsibilities of the foundation, Managed all Industry relationships including repairing the strained relationship with the Hemophilia Treatment Center of Nevada, Set up a donor database, there were no previous records, Managed Camp Independence our summer camp for children with Hemophilia, Marketing Plan (available upon request), Strategic Planning, Managed 2 employees

National Multiple Sclerosis Society- Las Vegas, NV

August 2006-January 2011

Special Events for the State of Nevada.

Independently managed 5 walk MS and 2 bike MS events in their entirety. I cultivated relationships with donors, vendors, volunteers, participants, and clients.

Appointed Office Manager February 2009 and was responsible for operating and revenue budgets, maintaining office, and management of all office contracts and vendors. To reserve cash flow, I moved the office in 2009 to lower our accounts payable by \$1,400 a month for leasing and \$1,000 utilities. I accomplished this by using my strong local network to reduce the office expenses by \$2,400 or 40%. During my tenure I managed, all publications, ad creatives, and all correspondence for the office in Las Vegas, Generated \$1.9 Million in total revenue a 15% increase over a 5 year event period, Held expenses below national average from 11-14%, Increased event participation for the state by 11% in Southern Nevada and 15% in Northern Nevada, Increased volunteer participation overall by 55%, Managed all media relationships, interviews, press releases and follow up, All third party events, Donor relations, Strategic Planning, Communication, Fundraising and Operational Planning, Goal Oriented budgeting and planned outcomes achieved

Education and Certification

Fort Hays State University-1998-2003, Hays Kansas.

Area of study: History, Emphasis: Ethnic Studies and the Middle East

Honors and Affiliations

2016 Leadership Hays, Golden Belt and Las Vegas

2010 Non Profit Healthcare Hero Award State of Nevada

***References available upon request**