

Nicole Coorough

1260 Snapping Turtle Rd. Mims, FL 32754 PH 407-866-9797 Email NikkiCoorough1005@gmail.com

EDUCATION

Attended Sinclair Community College

Years attended: 2012-2014

Concentration: Unmanned Aerial Systems

EXPERIENCE

Dealer Sales & Service, Adesa Auto Auction Salary \$20.00/hr December 2013-2019

- Set up the Auction for sales every Tuesday and Friday
- Worked as a buffer between the seller and buyer as well as the auctioneer to keep deals together
- Worked with arbitration and seller/buyer in order to keep deals together
- Worked as the main point of contact for customers to put vehicles in the sales; managed their pricing and managed the vehicle from the point it left their lot all the way to the bill of sale.

Property Manager, NRC Properties, LLC., Kettering, OH Salary \$14.00/hr December 2007-2013

- Managed several properties in the Kettering/ Dayton area while also keeping properties maintained and collecting rent as due.
- Acted as a buffer between the tenants and the property owner.

Customer Service Manager, Bitec, A Div. of Sample Machining, Inc. Salary \$13.75/hr February 2006 November 2007

Was supervisor to 3 assistance over the course of my employment

- Received and screened phone calls/visitors, incoming/outgoing faxes, and scheduled appointments/conferences.
- Generated purchase orders for customers and monitored their status daily to achieve on time deliveries.
- Interacted with the QC Dept. on a daily basis to ensure all customer orders and materials were on schedule.
- Maintained all drawing master files, General Machining customer files and Material Test Specimen customer files.

Administrative Asst/ Customer Service Manager, Koehlke Components, Inc. Salary \$10.85 January 2002- 2006 ●

Received and screened phone calls/visitor and, incoming correspondence.

- Scheduled appointments and conferences.
- Received and entered quotes, generated purchase orders, invoices, and monitored the status of deliveries to ensure on time delivery.
- Typed correspondence, reports, forms and other related material pertaining to operations from rough draft.

SKILLS

- Experienced in Writing up bill of sales; Purchase orders and arbitrations
- Experienced in maintaining Office budgets
- Experienced in Microsoft Office (Windows, XP, Microsoft Word, Excel, Outlook, PowerPoint) ●
- Quickbooks, Internet Research, Procurement Gateway

- National Stock Number Database (NSN)
- Request for Proposals Database (RFP)
- Defence Procurement Management System (DPMS) Defense Procurement Accounting System (DPAS)

REFERENCES

Nick Coorough President of NRC Properties, LLC; Ph: 9375726537

Beverly Bleicher President of Bitec, A Div. of Sample Machining, Inc.; Ph: 9372583338

Larry Mullett Engineering Manager at Bitec, A Div. of Sample Machining, Inc.; Ph: 9372583338 x15

Thomas Koehlke President of Koehlke Components, Inc.; Ph: 9374355435