

# Nicole Turpin

2935 N. Vagedes Fresno, CA 93705 | Nikosmama06@mail.fresnostate.edu | 559-230-9749

## **Experience and Skills**

- Excellent organizational and communication skills
- Adept in the areas of problem solving, multi-tasking, and strategic thinking
- Familiar with various approaches to public budgeting, evaluation of taxation and expenditure issues
- Skillful in the application of economic analysis when developing and analyzing budget proposals
- Ability to exhibit team-building and leadership skills which compliment organizational and operational goals
- Experienced in public policy analysis and policy writing

## **Education**

### **Master of Arts in Public Administration December 2021**

California State University, Fresno, CA

### **Bachelor of Arts in Africana Studies - May 2019**

California State University, Fresno, CA

### **Associates of Arts in English May 2014**

Fresno City College, Fresno, CA

## **Work Experience**

### **Angels of Grace, Fresno, CA**

**June – August 2011**

#### **Event Coordinator**

- Developed and organized the “Luau of Love” fundraiser
- Secured volunteers, vendors and donors for fundraiser event
- Negotiated fees for service and organized teams for catering, entertainment, raffles, set-up & clean-up
- Created press release and worked with various media entities to promote event
- Created fundraiser packets and developed pricing for individual tickets and group tables.

### **Law Office of Jessica Smith Bobadilla, Fresno, CA**

**April 2012-August 2018**

#### **Office Manager/Auditor**

- Immigration case management including collaboration with outside agencies, communication with DHS and USCIS
- Coordinated audits
- Managed business bank accounts, petty cash fund, office-related contracts, purchases and payments of various office related expenses
- Conducted legal research and wrote legal briefs
- Obtained and maintained all office financial and insurance records
- Organized team meetings

### **Touchstone Recovery Center, Clovis, CA**

**February 2004-March 2005**

#### **Administrative Assistant**

- Answered phones, scheduled appointments, and other office duties
- Coordinated with insurance companies to obtain authorizations
- Preliminary intake interviews
- Administered drug tests