

Gayle Anne Nicholson

35752 Farragut
Westland, MI 48186
(734) 560-3381

gayle@donnicholson.net

EXPERIENCE SUMMARY

Graphic Design – Design, & layout for monthly publication using Adobe Illustrator, Photoshop, & InDesign software.

Web Design – Design, create, and author web sites using HTML, CSS, PaintShopPro, Animation Shop 3, and other programs. Design and maintenance of several web sites. Samples viewable on personal site: www.b5raven.com

Promotions Coordinator, involved in event planning & promotion for multiple car cruises & car shows. Responsibilities include web site management, media relations, social media, and organization, preparation, and attendance at events. Developed automated PowerPoint presentation to aid in event promotion. Also proficient in Quickbooks online for tracking business expenses & income.

Customer Service Manager and ISO Process Champion for Printing and Marketing Services company.

- Proficient in Microsoft Office applications Excel, Outlook, Word, Powerpoint.
- Training of new employees within the department on internal process and computer system. Official trainer for Enterprise Print Management System software implementation. Experience in AS-400.
- Management of Accounts Receivable.
- Project management of multiple print jobs from inception through completion and billing. Daily tasks include computer job entry, tracking through production, purchasing of materials and services, overseeing shipping, and invoicing.
- ISO Process Champion for ISO 9001 processes, internal and external audits, employee training documentation, and quality process development.
- Facilitator for FSC Chain-of-Custody program, Reporting for Detroit Water & Sewerage waste permit, and quarterly vendor sales & cost reporting for Ford Motor Co.

Customer Service Manager for Science Education Materials Supplier. Responsible for customer care and support, supervision and training of student workers, daily invoicing, cash deposits, order processing, and accounts receivable management and collections. Experienced with UPS and USPS shipping quotes and requirements, domestic and international. Helped write and develop customer service training manual. Proficient with AccPac 5.1A inventory and accounting software.

Chemical Hygiene Officer and Specialist for research facility. Responsible for quarterly safety audits, chemical and waste inventories, operation of micro-balance for aerosol research program. Created public relations documents, conducted web research into local oil and gas fields, chemical incompatibilities, grant proposal research, and other research projects as needed, including updating chemical inventory and tracking system from Excel into an Access database.

College Instructor for Introductory Geology, Earth Science, and Astronomy, all with laboratory. Designed curriculum, courseware, and instructional materials for presentation to various audience levels using multiple delivery methods. Recipient Outstanding Achievement Award, NMSU-C Faculty Association, 1992; Outstanding College Instructor, 1999.

Planetarium Director for local school system – organized and promoted astronomy programs for school and adult groups, promoted the facility within Carlsbad, lead campaign to keep it operational.

Workshop Coordinator - Coordinated Severe Weather Workshop with KBIM-TV Roswell and National Weather Service

EMPLOYMENT HISTORY

Don Nicholson Enterprises, LLC, July 2008 to present. Promotions Coordinator, Graphic & Web Designer, Bookkeeper.

EPI Marketing Services, Livonia, MI, June 2004 to July 2015. Customer Service Manager and ISO Process Champion.

Arbor Scientific, Ann Arbor, MI, February 2002 to April 2004. Customer Service Manager.

Carlsbad Environmental Monitoring & Research Center, NMSU, Carlsbad, NM, Fall 2000 to Fall 2001

New Mexico State University at Carlsbad, Carlsbad, NM, 1983 to 2001. Courses taught: Survey of Geology (with lab), Dynamic Earth (with lab), Introduction to Astronomy (with lab), Introduction to Science, Math, Engineering, & Technology.

TRAINING AND DEVELOPMENT

Astronomy Teachers Workshop, University of Colorado, Boulder, CO, Summer 1994.

Selected for National Science Foundation workshop for Astronomy teachers. Two-week program included techniques for teaching college astronomy, with emphasis on the laboratory experience, practice and information on the use of telescopes, planetariums, and computers in astronomy classes, and new information on astronomical subjects.

Great Ideas for Teaching Geology, West Publishing, 1992.

Fifteen ideas for lecture demonstrations and presentations published in resource book for geology teachers.

Project Astro New Mexico, Fall 1998.

Participant in program to join professional & amateur astronomers with local public school teachers

Carlsbad Senior High School Planetarium, 1996 to 2000.

Presented planetarium programs for NMSU-C Astronomy classes, various elementary school classes, Carlsbad Boys & Girls Club, and high school science club.

Special School Science Programs, Carlsbad, NM, 1994 to 1999.

Developed and presented programs on astronomy, telescopes, rocks and minerals, earthquakes, earth's interior, plate tectonics, and other earth science topics to various local public & private schools and science clubs.

Science Camp, NMSU-C Community Interest Program, Carlsbad, New Mexico, Summer 1992.

Created and taught activities on earthquakes, plate tectonics, rocks, and minerals for summer program for school-aged kids.

Severe Weather Workshop, NMSU-C, September, 1988.

Coordinated Severe Weather Workshop, a public spotters' training workshop for identifying and reacting to severe weather conditions, with KBIM-TV Roswell and National Weather Service.

ADDITIONAL VOLUNTEER WORK

Volunteer Music Teacher, St. Edward School, 1988 to 1994. Director of music program for grades K-6, including teaching theory and performance. Directed, planned, and organized two productions each year. Created, organized, and directed extra-curricular children's show choir as a public promotional tool for the school.

Booster Club Organizer and Worker - Organized, promoted, and worked fundraising activities for school choir and drama clubs, serving at various times as president, secretary, and treasure. Responsible for organizing volunteers and resources, tracking finances, ad and ticket sales, design and creation of concert programs, and record-keeping.

FORMAL EDUCATION

Bachelor of Science degree, April 1977, Western Michigan University, Kalamazoo, Michigan.

Major in Earth Science. Minor in Environmental Studies. Graduated Cum Laude. Earned Secondary Education Certificate.

New Mexico State University at Carlsbad, Carlsbad, New Mexico, 1980-2001.

Additional studies included Computer Science, Physics, Chemistry, Music, and General Business.