

Resumé - Nicola Daniels (2021)

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Education & Training

BSc Chemistry/Biochemistry - University of the West Indies (UWI), 1982

MSc Forensic Chemistry - University of Strathclyde, Glasgow, UK, 1989

Certificate, Independent Artist – Musicians Institute Online, Hollywood, CA
(graduating April 2022)

3-month General Management Certificate - Government Staff College, 1990

12-month Public Relations Certificate - UWI School of Continuing Studies, 1995

Conversational Spanish (private lessons), 1994-96

IT Skills: Advanced skills in Microsoft Office. Proficient in Photoshop and WAVE (video creation app). Job-related training and experience in website design and maintenance.

Employment History

Forensic Science Laboratory (Jamaica) - 1982 to 1992

I worked as a forensic officer in both the serology and chemistry departments.

British Council Caribbean - 1992 to June 2004

Starting as Arts & Education Officer, I was promoted until I became Country Manager for Jamaica, where I:

1. Developed and administered exchange programs including an Academic Links Scheme
2. Managed the information service/library
3. Developed and administered arts tours
4. Developed the Council's Caribbean newsletter and website, and represented the Council in Jamaica

The University of Technology, Jamaica (UTech) – June 2004 to June 2008

I joined the Corporate Services Division as Executive Assistant to the Senior VP. My Job Description included:

1. Conduct projects to improve efficiency of Division
2. Coordinate Divisional budget
3. Produce written communication for Division (minutes, memos, speeches etc.)
4. Co-ordinate Divisional Strategic and Activity Plans
5. Maintain electronic records and foster cooperative interdepartmental relationships

Greenwood County Library, Greenwood, SC – June 2016 to February 2019

Circulation & Bookmobile Assistant

The Wilmette Institute, Work at Home – 2017 to present

I currently serve as Registrar and Student Services Specialist (since March 2019).

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Awards & Extra-Curricular Activities

- **UTech President's Award for Administrative Excellence**, for "*outstanding administrative support*", "*leadership*" and "*innovation and support in the implementation of projects throughout the university*" (2008)
- **UTech Admin Staff Spelling Champion** (2006 and 2007)
- **Member, Emerald Bells** (Handbell Choir, Greenwood, SC)
- Music/Poetry: Former member of National Chorale of Jamaica, Jamaica Musical Theatre Company, Carifolk Singers. Special Commendation, Una Marson Literary Competition (1997); Chief Judge, Jamaican national creative writing awards (2002 to 2007); Publication: "*Weights and Measures*" - Calabash Trust, 2005.