

Nicole Collier

nicole.e.collier@tamu.edu

linkedin.com/in/NicoleCollier

Summary

Master's Degree graduate from the Bush School of Government and Public Service with an MPSA in nonprofit management and a concentration in analytic methods and performance management. Looking to continue my learning in a professional setting.

EDUCATION —

Bush School of Government and Public Service, Texas A&M 2016-2018

Master of Public Service Administration, *Nonprofit Management Track, Analytic Methods Concentration*
Relevant coursework includes Performance Management, Social Innovation and Entrepreneurship, Volunteer and HR Management, and a Capstone project. List of courses available upon request.

Austin College, Sherman, TX 2012-2016

Business Administration major, nonprofit organizations and public service minor

Relevant coursework includes Finance, Social Psychology, Globalization, Financial Accounting, Nonprofit Accounting, Managerial Accounting, Strategic Management.

EXPERIENCE

Nonprofit Academic Centers Council (NACC), College Station, TX

May 2019 to Present

Executive Director

(Interim Executive Director *May 2019 to February 2020*)

- Served as the primary point of contact for NACC
- Completed planning and staffing of biennial conference in London, England
- Oversaw the application process for Nu Lambda Mu international honor society
- Assisted with NACC's accreditation process

Bush School Center for Nonprofits and Philanthropy, College Station, TX

August 2018 to Present

Research Associate

- Manage and maintain the Center for Nonprofits and Philanthropy's current and potential research projects
- Establish relationships with current and potential organizations for research collaboration
- Conduct any necessary analysis and prepare reports on the center's research activity both for partner organizations and for internal use

Bush School Center for Nonprofits and Philanthropy, College Station TX May 2018 to August 2018

Program Aide, Researcher

- Design and implement research to assess the economic contribution of the nonprofit sector in Texas.
- Collaborate with professor at Bush School Center to ensure accurate data and research is applied to ensure successful and effective research.
- Collect, clean, and combine data from various sources to gain a full picture of Texas' nonprofit sector.
- Compile data in to key findings and place in to a report for United Ways of Texas.

Make-A-Wish of North Texas, Irving TX

May 2017 to May 2018

Program Intern

- Ensure that referred wish children receive their one true wish by overseeing the volunteer assignment and paperwork process.
- Work with wish coordinators to ensure a successful wish process, including reserving rooms, creating itineraries, contacting partner organizations, and various other tasks.
- Create travel itineraries tailored to each individual wish kid, and compliant with branding standards.
- Utilize the Raiser's Edge, WishNet, and Daily Wish to maintain current records for each wish child.

CAPA International Education, London, United Kingdom

Study Abroad Spring 2015

- Studied International Marketing and British Culture.
- Completed an Internship with The Children's Society, fundraising for a £50 million capital campaign.
- Stayed with a local family to become fully immersed in British culture.

Austin College Admission Office, Sherman, TX

Fall 2012 to May 2016

Student Intern

- Create and organize admission applications for seven admissions counselors.
- Answer application questions; arrange tours and overnight hosting for prospective students.
- Aid counselors in organizing and running 7+ preview events on campus per academic year.

KEY SKILLS —

- Proficient with Microsoft Suite and data visualization,
- Experienced user of The Raiser's Edge and STATA
- Continuing to expand knowledge of WordPress,
- Experience with customer service, calls, and document design
- Fluent in English, with a basic understanding of Spanish

SCHOLARSHIPS/AWARDS

- Bush School Leadership Certificate
- Bush School Scholarship
- Houston Livestock Show and Rodeo Scholarship
- Austin College Dean's List
- Phi Beta Delta Honor Society
- Austin College Study Abroad Scholarship
- Girl Scout Gold Award Recipient

LEADERSHIP

Public Service Organization, *Vice Executive Chair*

April 2017 to Present

Public Service Organization, *Relay for Life Project Lead*

September 2016 to Present

Austin College Senior Committee, *Co Chair*

August 2015 to May 2016

Catholic Student Association, *President*

April 2013 to April 2014, April 2015 to April 2016