

Graphic Design Manager

SC State Museum - Columbia, SC 29201

←

Application step 5 of 5

# Please review your application

Contact information

Edit

Full Name

Tinika Se'Cal Warren

Email Address

wtinika03@gmail.com

To mitigate fraud, Indeed *may* mask your email address. If masked, the employer will see an address like **tinikaswarren9\_afp@indeedemail.com**. Some employers, however, *may* still be able to unmask and see your actual email address.

City, State

Columbia, SC

Phone Number

+1 803 696 0544

Resume

Download

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Tinika Se'Cal Warren

Technical Manager with expertise Beauty, Food Service & Healthcare, in Risk Management, Compliance, and Portfolio

**Management.**

Columbia, SC 29201

[tinikaswarren9\\_afp@indeedemail.com](mailto:tinikaswarren9_afp@indeedemail.com)

+1 803 696 0544

Dr. Tinika S. Warren, (h.c.), Earned and completed accredited programs, Bachelor of Science in Technical Management; concentration Healthcare from Keller DeVry University Graduate of Medical Assistant, Georgia- North Carolina Licensed Nail Tech, Dialysis Tech, Nurse Assistant, High School Diploma, C-Level, 20 + years of job experience, Georgia Work Ready Certified Corporate Gold Level 5

Willing to relocate to: Columbia, SC - Lexington County, SC - Blythewood, SC

Authorized to work in the US for any employer

## Work Experience

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**Technical Manufacturing Production Associate, under Engineers**

Samsung Nexien - Newberry, SC

November 2021 to Present

Manufacturing and Production of Washing machine appliances that have innovative, Hi-Tech, SMART wifi systems that are developed with VRT Plus technology for a quieter wash and enabled with smartphone connectivity for convenience. Samsung top load washer has a large 5.0 cu. ft. capacity to help you fit more in every load and cut down on laundry time. The engineering and production of headlining the new laundry lineup is the WW9800T washing machine equipped with artificial intelligence (AI) features that customize the laundry process to achieve the same powerful wash with less time, energy, and effort, as well as Samsung's EcoBubble, and QuickDrive, technology. The new range will first launch in the European market and will expand globally later this year. Excerpt

**Professional Licensed Nail Tech/ Hair Braider/ Project Management, CEO**

Glamlife Party Spa - Lithonia, GA

Present

(COVID19), South Carolina Nail Tech, license is pending

NC Licensed # 79681

Georgia Professional Licensed Lic #: NT016482

Nail Tech since, 2013

Senior Technical Project Manager of Risk Management, 8 years experience

MANICURES, NAIL ARTIST, NAIL DESIGNER, NAIL WRAPS, FOOT, LEG, ARM, MASSAGE, NAIL ENHANCEMENTS, PARAFFIN WAX, PEDICURES, FOOT SCRUBS, FOOT DETOX, PARTY PLANNER, SALES REP,

Medical Assistant / Nurse Assistant # CN0028851646 , BLS #928747

### **Campaign Computer Information Technology Analyst**

Department of Political Science - Columbia, SC  
October 2021 to November 2021

Campaign Computer Information Technology Analyst,  
Columbia, West Columbia, Cayce, Rock Hill, South Carolina

For Mayor and City Council runoff elections as follows: November 2, 2021

Rickenmann successfully "Won", <https://www.rickenmannformayor.com/>

Job Duties consisted of Managed assigned IT projects to ensure adherence to budget, schedule, and scope of the project.

Develops, maintains, and revises proposals for assigned projects including project objectives, technologies, systems,

information specifications, timelines, funding, and staffing.

Set and tracked project milestones; manages and accounts for unforeseen delays, then realigned schedules and

expectations as needed. Organized with attention to detail.

Implemented analytical, logical thinking, and problem-solving skills.

Used excellent verbal and written communication skills.

Thorough understanding of project management principles and planning.

Thorough understanding of information technology procedures and practices.

Proven to be proficient with, or able to quickly become proficient with, a range of general and specialized applications, software, and

hardware used in the organization and the industry.

Proven to be proficient with Microsoft Office Suite or related software.

Motivated groups of people to complete a project in a timely manner.

Establishes and implements project communication plans, providing status updates to affected staff and stakeholders.

Collected, analyzed, and summarized information and trends as needed to prepare project status reports.

### **Laboratory Department Manager**

First Choice Personnel, GBF Medical Group - High Point, NC  
January 2021 to June 2021

Phlebotomy Codes, Telehealth, Group Health Plans, Medicare, Medicaid, Tricare medical Insurance billing forms with collection sample envelopes, cotton tip applicator saliva swabs. Place on converter belt to be scanned into the database to record quality work orders, tracking numbers utilize project management databases according to SOP. Places all the contents into a patient folder with three steps FEDEX or UPS packets of completion to mail kits off to get analyzed in safe, clean HIPAA compliant CLIA-certified clinical laboratories throughout the United States using neuroscience labs approved by independent board-certified physicians. Assures employees comply with company policies, procedures, safety data sheets, CDC guidelines, COVID19 restrictions, sanitation, PPE equipment utilizing face masks, and temperature checks at a state-of-the-art facility.

### **General Manager**

Zaxby's, (unemployment) - McDonough, GA  
May 2020 to July 2020

Oversee restaurant employees and manage shift operations following Servsafe guidelines.

### **Technical Support Representative**

Conduit Global - Mc Cleansville, NC  
May 2016 to May 2017

Provided customer service to cell phone users and giving feedback on new products, pricing plans and took phone payments or connected customers to the IVR system, offered billing options. Technical Support was provided as tier 1 and tier 2 technical support assisting customers with troubleshooting their devices, the phone resets, purchasing minutes, add data for the 3G, 4G and 5G networks. Troubleshoot connectivity issues mapped wireless locations that were offered by the network provider. While maintaining Quality Assurance (QA) and other

key performance metrics. Competency assessment and drug tested to meet job requirements as a new hire. Quit. Relocated back to Georgia.

### **Legal Executive Assistant**

Dekalb County Juvenile Justice Court Appointed Advocate Program  
- Decatur, GA

January 2010 to June 2010

DeKalb County CASA Contract

Employed Feb 2010 – Oct 2010

Employment Duration, 9 mos Contract of experience

Location:4309 Memorial Dr, Decatur, GA 30032

Assisted the Director Marian Parker Esquire of CASA with administrative functions such as conducting legal research and data on the outcome of families and children to strengthen families, scheduled parenting classes, drafted documents, creating spreadsheets with the monthly projections using excel, outcomes, and forecasting models for the department typed in-kind sponsorship donations letters using mail merge in Microsoft word, created internal newsletters utilizing desktop publisher, PowerPoint, faxed, emailed, copied internal and external written communications among advocates and courthouse employees, maintained the department website, attended meetings and seminars as the director assistant. Competency assessment and drug test to meet job requirements as a new hire background check. For reference contact Marian Parker Esq. at MarianParkeresq@gmail.com

### **E-Learning Administrator of Management Training & Development, Salary Employee**

Aaron Rents Corporate Office, Inc. - Atlanta, GA  
May 2005 to May 2009

Office Department Manager that oversees the advanced clinical learning Management Systems department, train, develop, manage, supervises employees to complete technical graphic design, product development, cloud-based printing systems, packaging, cut to size, company templates with logos on Intra-office documents, copier intranet network scanning work orders, a liaison who prepares work orders for the CEO, Vice President, VP's, IT Department, customer service department, sales department, warehouse managers and store managers.

2005 - 2009, 4 years experience

Began at Aaron Rents Corporate Office of Atlanta, Inc., as the receptionist for the President of the Company. As the receptionist during my first year on the job, greeted guests, CEO, Charles Loudermilk, President Ken Butler, Franchisees, executive office staff employees,

operations managers, and provided support in the administration for the Executive Assistant of the company.

A year later, I was promoted to the Learning Management Systems Administrator of Training and Management Development for Aaron's University e-Learning program and WebEx meetings.

For three years, I oversaw training and development learning domain organizational learning for new hires, auditing, compliance, security, marketing, benefits department, senior-level management, managers, divisional managers, call support centers, franchisees, Warwick Dunn Foundation, Hosea feed the hungry, Dominique Wilkins, Nascar Drivers, pilots, corporate, rent to own stores throughout the United States and Canada during the on-boarding process.

Accessed material, created learning plans for adult learners with principles of developing adult learning programs to develop a foundation formal meeting and KSA domain for job enrichment, to improve performance or get an advance. Utilizing the performance reinforcement delivery by cognitive learning with principles facts in social learning theory set in motion by social interactions to solve complex problems to optimize performance based on organizational needs and employee needs to close solutions to implement the training with employee training and development plans. Got approval from upper management to fill gaps in training and development needs with work demands to have the outcome of long-term success. Based on the Body of Competency Knowledge (BoCK), measurement of training effectiveness. Used 3D printers.

Competency assessment and drug test to meet job requirements as a new hire background check. Quit. Reference check contacts Kimberly Place at Address 309 E Paces Ferry Rd NE, Atlanta, Georgia 30305 Phone (404) 231-0011 The Facebook Page link is below.

### **Inbound Call Center Customer Service Rep, InfoNxx, Dates, Hourly Employee**

Inbound Call Center - Greensboro, NC

May 2000 to June 2003

Technical Support Experience

Telecommunications Call Center Customer Service Representative

June 2000 - June 2003, 3 years experience

Successfully, received 800 incoming calls while navigating 46 scenes daily from cell phone users assisting them with 411 assistance, directions, movie listing, and times. Coached, trained, mentored team members in order to increase company morale along with productivity to

get better outcomes on the daily totals meeting the forecasted number of calls. Systems used were the AVAYA phone systems and data networks. Planned team meetings and assisted with coordinating the team meetings.

### **Manufacturing Machine Operator, Quality Control Inspector, Hourly employee**

Guilford Mills, Inc Date - Greensboro, NC  
June 1995 to May 2000

Technical Quality Control Inspector, A-Frame Machine Operator, Fork Lift Driver, QS9001 Certified Position, 5 years experience ,1995- 2000

Worked for a textile manufacturing chain, as a quality control inspector delivering Textile and Apparel 100% Inspection services help assure I produced the highest-quality products to markets worldwide with speed, production and accuracy using a-frame machines, micrometers, calipers, scissors to cut out defects, standard operating procedures manuals, sharpies, highlighters to mark defects from raw materials to finished goods. As a textile quality control inspector consisted of an apparel inspection standard operating procedure also ensures that fabric width, fabric length with tape measures and fabric appearance (checked weaving quality, splices, conducted burn test, stains, and odors) comply with the relevant standards and regulations during the production process. Ensured the rolls of the finished product were inserted into the plastic bags, ticketed with customer numbers, amount of yards, roll numbers, swatches, and tied to protect the finished fabrics. During company shutdowns, completed audits and inventory on the number of goods on-site and in the warehouse location. The position required a quick eye for detail. Overtime time and half were mandatory and double voluntary for the position. Including Saturdays and Sundays. Forklift experience, PPE, OSHA compliance and I meet the required standards for QS 9000, QS9001, which is a company level of certification based upon the quality system requirements related specifically to the automotive industry for compliance. Quit going back to school. Competency assessment and drug test to meet job requirements as a new hire background check. The local company is now closed. Performance Textiles 910-794-5810, 1001 Military Cutoff Rd., Suite 300, Wilmington, NC 28405 Website<http://guilfordtextiles.com/>

### **Cashier Customer Service, Hourly employee**

McDonald's - Greensboro, NC  
May 1991 to September 1993

Cashier, greeting customers with a smile, took orders, collected customer payments, recommended products to increase revenue, promoted promotional deals, confirmed cash with records to make sure drawers were accurate, arranged food items on trays by hot or cold, included napkins and condiments, in between customers cleaning the

premises during downtime and closing according to food safety restaurant standards.

## Education

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### **Master of Laws (LL.M.) in U.S. Law program in Regulatory Compliance**

Washington University School of Law in Saint Louis - St. Louis, MO  
January 2022 to Present

### **Bachelor's Degree, Graduated in Technical Management**

DeVry Keller University Decatur - Decatur, GA  
January 2020 to April 2020

### **Diploma, Graduated in Renal Dialysis Technology Machine Systems, Phlebotomy/ EKG/ Vital sign/ Chartings**

Medical Career Institute - Doraville, GA  
February 2013 to June 2013

### **Diploma, graduated in Nail Technology**

Atlanta Barber & Beauty College - Doraville, GA  
February 2009 to May 2009

### **College Diploma, Graduated in Front Office Medical Secretary, Medical Billing & Coding / Back Office Medical Assistant/ Phlebotomy/ EKG/ Vital sign/ Chartings**

Lincoln College of Technology-Marietta, graduated - Marietta, GA  
February 2004 to October 2004

### **High School Diploma, Graduated in High School Diploma**

James Madison High School - Norcross, GA  
February 2000 to May 2000

### **11 in High School**

James B. Dudley High School - Greensboro, NC  
August 1991 to August 1994

## Skills

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- SKILL #1 LISTED HERE, Technical Management, Expert Level
- Compliance Issues and Strategies: Data Compliance Certificate 2020
- Final Exam: Senior Software Project Manager Certificate 2020
- Illustrating Projects Certificate 2020
- Applied Inferential Statistics Certificate 2020
- Anticipating and Solving Problems as a Project Champion Certificate 2020



- E-Learning Management Development Corporate Administrator of Training, 4 years experience
- Basic Six Sigma Statistics Certificate 2020
- Project Management Certificate
- Inbound Call Center Operations, Technical Support, Customer Service 8 years experience
- Use this space to advertise a skill group that the employer is looking for in the job description
- Operated an A-Frame Machine, 5 years experience
- Quality Control and Production Inspector, 7 years experience
- Change this section to fit the needs of the employer with your highlighted experience, skills, etc.
- Include related projects, situations, accomplishments, and results SKILL #3 LISTED HERE, Healthcare Expert Level
- Technical Manager, Department Manager, Manufacturing Healthcare Director, or Plant Manager
- Performs quality checks then ship FDA-approved laboratory kits
- Coroner lab test, cancer pathology screenings, metabolic testing, Male Hormone Health test, Forensic Toxicology Post-Mortem, and Human Performance Testing, small intestine biological screening, drug, and
- Excel
- Data Analysis
- Human Resource Management
- MS Office
- Word
- Publisher
- Medisoft
- Statistics
- People Management
- Generational Management
- Problem Solving
- commitment
- leadership
- Nail Care
- Medical Collection
- Dialysis Experience
- Oracle
- Medical Coding
- Databases
- Quality Assurance

## Links

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<https://duo.google.com/>

[https://requestinfo.onlinelaw.wustl.edu/index1-d.html?experimentid=10161000771&x=OFB&lsrc=search\\_brand\\_google&l=GGL%7CWU-MLS%7CSEM-BRD%7CPST%7CGEN%7CTier0%7CEX%7CCPC%7CBrandPlus&ef\\_id=c:569843734993\\_d:c\\_n:g\\_ti:kwd-10452998095&ds\\_rl=1283482&ds\\_rl=1283482&gclid=Cj0KCQiA6NOPBhCPARIsAHAY2zA\\_TZK1ZHfk0qJj0J38aMRmVQK2AmwjR5bErBGZq9hFnHCBAPzr8lwaAjZDEALw\\_wcB&gclsrc=aw.ds](https://requestinfo.onlinelaw.wustl.edu/index1-d.html?experimentid=10161000771&x=OFB&lsrc=search_brand_google&l=GGL%7CWU-MLS%7CSEM-BRD%7CPST%7CGEN%7CTier0%7CEX%7CCPC%7CBrandPlus&ef_id=c:569843734993_d:c_n:g_ti:kwd-10452998095&ds_rl=1283482&ds_rl=1283482&gclid=Cj0KCQiA6NOPBhCPARIsAHAY2zA_TZK1ZHfk0qJj0J38aMRmVQK2AmwjR5bErBGZq9hFnHCBAPzr8lwaAjZDEALw_wcB&gclsrc=aw.ds)

<https://tinikawarrennails.weebly.com/>

[https://twitter.com/tinika\\_s](https://twitter.com/tinika_s)

<https://us05web.zoom.us/join#/upcoming>

[https://www.devry.edu/d/US\\_Catalog.pdf](https://www.devry.edu/d/US_Catalog.pdf)

<https://www.lincolntech.edu/campus/marietta-ga/programs>

<https://www.linkedin.com/in/executiveassistanttinikaw>

## Awards

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### Technical Management

April 2020

DeVry University Graduate E- Portfolio

<https://devryu.instructure.com/eportfolios/2404/Home>

**<https://www.parchment.com/u/award/81cfebeda95aef5d24f75a57e759bdd1>**

April 2020

Proof of Bachelors degree uploaded by DeVry University.

## Certifications and Licenses

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### Professional Licensed Nail Tech/ Manicurist, issued by the State of Georgia and North Carolina , South Carolina 2013- Present

July 2013 to Present

PSI Certified

[https://candidate.psiexams.com/catalog/fti\\_agency\\_license\\_details.jsp?fromwhere=findtest&testid=3905](https://candidate.psiexams.com/catalog/fti_agency_license_details.jsp?fromwhere=findtest&testid=3905)

**50 Certificates, issuer Skillsoft, the year 2020 ( see portfolio)**

**North Carolina Cosmetology Manicurist lookup**

October 2016 to Present

Verify licenses -in Real \_time online:

<https://www.nccosmeticarts.com/onlineservices/Verification.aspx>**Georgia Cosmetology Licenses Nail Technician**

December 2021 to Present

Verify licenses -in Real \_time online:

<https://verify.sos.ga.gov/verification/>**South Carolina Department of Labor, Licensing and Regulation, Pending awaiting Georgia transfer**

January 2022 to Present

Verify licenses -in Real \_time online:

<https://verify.llronline.com/LicLookup/Cosmo/Cosmo.aspx?div=23>**Assessments**

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**Customer service — Completed**

December 2020

Identifying and resolving common customer issues

Full results: [Completed](#)**Case management & social work — Familiar**

December 2020

Prioritizing case tasks, gathering information, and providing services without judgment

Full results: [Familiar](#)**Work style: Reliability — Completed**

June 2021

Measures a candidate's tendency to be dependable and come to work.

Full results: [Completed](#)**Management & leadership skills: Planning & execution — Completed**

October 2020

Planning and managing resources to accomplish organizational goals.

Full results: [Completed](#)**Attention to detail — Completed**

August 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Completed](#)

### **Administrative assistant/receptionist — Completed**

July 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Completed](#)

### **Customer focus & orientation — Proficient**

March 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## **Employer questions**

[Edit](#)

What is the highest level of education you have completed?

**Bachelor's**

This is an employer-written question. You can report inappropriate questions to Indeed through the "Report Job" link at the bottom of the job description. "Do you have at least a bachelor's degree and at least 3 years of professional graphic design experience with a strong portfolio of work demonstrating a high degree of creativity, diversity, and productivity?"

**<https://tinikawarrennails.weebly.com/>**

This is an employer-written question. You can report inappropriate questions to Indeed through the "Report Job" link at the bottom of the job description. "Do you have experience managing print production and trafficking jobs with knowledge of papers and printing processes essential?"

**<https://tinikawarrennails.weebly.com/>**

**<https://aboutglamtinikasecalwarren.webador.com>**

This is an employer-written question. You can report inappropriate questions to Indeed through the "Report Job" link at the bottom of the job description. "Do you have professional experience working both independently and effectively with others, managing deadlines, budgets, staff needs, and outside vendors?"

**<https://aboutglamtinikasecalwarren.webador.com>**  
**/**

This is an employer-written question. You can report inappropriate questions to Indeed through the "Report Job" link at the bottom of the job description. "Do you have photography knowledge and experience?"

**<https://tinikawarrennails.weebly.com/>**

This is an employer-written question. You can report inappropriate questions to Indeed through the "Report Job" link at the bottom of the job description. "Do you have the ability to develop professional and creative motion effects for videos and/or website?"

**<https://tinikawarrennails.weebly.com/>**

**<https://aboutglamtinikasecalwarren.webador.com>**  
**/**

## Relevant experience

[Edit](#)

### **Technical Manufacturing Production Associate, under Engineers**

Samsung Nexien

## Supporting documents

[Edit](#)**Portfolio Management (PfMP) Certification\_ P  
MI.pdf****OSHAJUDGE.pdf****SCOSHA - 4-0520-22-062 - Political Services of C  
olumbia SC - Warren.pdf**

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