

Tinika Warren

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Dr. Tinika S. Warren, (h.c.), Earned and completed accredited programs, Bachelors 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 job experience, Georgia 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

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.

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, for

Columbia, West Columbia, Cayce, Rock Hill, South Carolina

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

Rickenmann successfully "Won"

William Roddey " Bump" , for Mayor

<https://voteroddey.com/>

Deitra Stover Matthews, City Council at Large

<https://www.deitraforcolumbia.com/about>

Tamika Isaac Devine, Mayor candidate

Robert Lominack for Mayor

<https://robertlominack.com/>

Richland One Columbia School board

<https://thecaycewestcolumbianews.com/ann-bailey-robinson-sworn-in-to-cayce-city-council/>

District 4

<https://www.rickenmannformayor.com/>

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

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

- 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

<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=Cj0KCQIA

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

https://twitter.com/tinika_s

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

https://www.devry.edu/d/US_Catalog.pdf

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

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

Awards

Technical Management

April 2020

DeVry University Graduate E- Portfolio

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

<https://www.parchment.com/u/award/81cfefbeda95aef5d24f75a57e759bdd1>

April 2020

Proof of Bachelors degree uploaded by DeVry University.

Certifications and Licenses

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

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

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.