

**Dr. Tinika Se'Cal Warren , (h.c.)**

Columbia, South Carolina 29204

Cellphone Device: 803-696-0544

wtinika03@gmail.com or Tinikacareers2022@gmail.com

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

**Social Links | LinkedIn, Twitter , YouTube , Parchment.com, ACE, ACT.com Google me**

**Position: Accounts Payable Director**

**SUMMARY**

Dr. Tinika S. Warren, (h.c.), Earned and completed accredited programs, Bachelors of Science in Technical Management; concentration Healthcare Management and Healthcare Engineering Manufacturing from Keller DeVry University ( DeVry Keller University an ABET School, that includes 119 DeVry Keller Skillssoft advanced education certificates, Healthcare certificates CEU's Fast online resulting to 58.5 contact hours- (9.5 pharmacology hours) , Elite 6 CEU's certificates online, CPR American Red Cross Foundation, Certified SERVSAFE Food Handler , The ServSafe program is developed by the National Restaurant Association. LADC , Los Angeles, Development & Church Institute of California, Honorary Master's Degree in Community Development & a Phd. in Social Work with work experience in Community Development: 2004 - 2005 Scottdale Pre- K PTA , Dekalb County Schools Georgia , 2003 -2007 Shadow Rock Elementry PTA Stone Mountain , Georgia , 2007- 2013 Rock Chapel Elementary School Lithonia, Georgia PTA, 2013 - 2015 Stephensen Middle and High School PTA Lithonia, Georgia , Dekalb County Georgia Court Appointed Advocates Juvenile Justice Governmental court system , Partnership For Community Action of Clarkston, Georgia, Columbia and West Columbia SC Mayors Election with winning new Mayor Rickenmann , City Council at Large election, Richland County School Board runoff community involvement with Ashworth College , Dekalb Technical Piedmont College, now Georgia State Technical College, diploma credits from the Paralegal ,Criminal Justice Program. That sums my entitlement to be a California State Bar Lawyer to Practice California Law as an Entertainment, Contracts, Ethics, Compliance & Regulatory Risk Management Lawyer.

**Healthcare Graduate of National Certified Medical Assistant Technology:** Medical Administrative Assistant , Vitals, Medical Billing Coding, Lab Speciman Collection Testing Technology, Healthcare Engineering Manufacturing Medical Device Technology, Phlebotomy, EKG, Georgia- North Carolina Licensed Nail Technology, Dialysis Technology, National COVID19 Certified Nurse Assistant, Feeding Assistant , High School Diploma, C- Level, 20 + years job experience, Exceeded ACE TOP score levels on NHA certifications website, Georgia Work Ready Certified Corporate Gold Level 5

**PROFESSIONAL ACCOMPLISHMENTS**

<b>SKILL #1 ,</b>	<b>Technical Management</b>	<b>Expert Level</b>
	<ul style="list-style-type: none"><li>Compliance Issues and Strategies: Data Compliance,Final Exam: Senior Software Project Manager Certificate , Illustrating Projects Certificate 2020</li><li>Applied Inferential Statistics Certificate 2020 Anticipating and Solving Problems as a Project Champion</li></ul>	

Certificate 2020

- E-Learning Management Development Corporate Administrator of Training, 4 years experience
- Basic Six Sigma Statistics Certificate , Project Management Certificate with Agile Certificate 2020
- Inbound Call Center Operations, Technical Support, Customer Service 8 years experience
- Governmental Contractor: FEMA National Housing Storm Damage Inspector training, Certificates 2016
- Excel, Data Analysis, Human Resource Management, MS Office, Word, Publisher, Medisoft, Statistics
- People Management, Generational Management, Problem Solving, commitment, leadership

**SKILL #2      Manufacturing Engineering Technology Scientist & Production      Expert Level**

- OSHA, Inventory Control, Auditing, Compliance according to S.O.P , Standard Operating Procedures
- Operated an A-Frame Machine, 5 years experience
- Quality Control and Production Inspector, 7 years experience
- Worked during company shut downs on high priority projects, employee of the Month twice at Info NXX
- Hire Quest : **HUD compliant** Senior Living Apartment Maintenance Assistant , Construction Management
- Bojangles **Compliance & Risk Management** Drug-Free Cashier Scientist tested positive for METH from 3rd Party Vendor Manchester Farms Meth Lab hazardous food products , **OSHA, SEC, USDA .EPA. FDA**
- Workplace Violence, Management Abuse on a minor child " **mandated reporter** " McDonald's, Locust Grove, Ga , **Compliance & Risk Management, Customer Relations** Cashier, **OSHA**

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- **SKILL #3      Healthcare Morals & Ethics      Expert Level**
- Technical Manager, Department Manager, Engineering, Manufacturing Healthcare Director, Plant Manager
- Feeding Assistant, Medical Assistant, Certified Nursing Assistant, Dialysis Tech includes LPN/ RN training
- Children's Healthcare of Atlanta, **Bullying in Healthcare, Workplace Violence, Customer Relations, Face**
- Medical Devices: Performed quality checks then ship FDA-approved laboratory kits

**PROFESSIONAL EXPERIENCE**

People Ready, Columbia , SC , Registered for Work, 08/ 2022 - ongoing

Action Labor Temp SC ,**General Labor**, Manchester Farms BioTechnology Agricultural , **D-Boner** , 4/2022 - ongoing

HireQuest Temps : Myrtle Beach, RaeFord USDA Chicken Farms West Columbia, SC, **Production Line** 06/29/2022 -

Samsung Hi Tech Manufacturing Engineering , Temp, Newberry, SC **Production Assistant** 11/ 2021 -

Political Science Marketing Services, Mayor's Election of Columbia, SC, OSHA, **Legal IT Analyst** 09 /2021 - 11/2021

First Choice Personnel, GBF Medical Group, High Point, NC **Laboratory Manager** 01/ 2021 – 06/ 2021

McDonald's, Locust Grove, Ga , **Compliance & Risk Management, Customer Relations** Cashier, **OSHA 2020**

Bojangles , Lawrencville Highway, Tucker , Ga, **Compliance & Risk Management Drug-Free Cashier Scientist** 04/2019 - 10/2019 , OSHA, SEC, USDA ( COVID19 unemployment)

Zaxby's, (COVID19 unemployment) – McDonough, GA **General Manager** 05/2020 – 06/ 2020

Glamlife Party Spa, Lithonia, Ga , **Professional Licensed Nail Tech/ Hair Braider/ Project Management, CEO** 2013 -

Conduit Global, Mc Cleansville, NC, **Mobile Device Inbound Technical Support /Customer Service** 05/2016 – 05/17

Dekalb Juvenile Justice CASA , **Legal Executive Assistant**, 8-month contract, Decatur, Georgia 01/2010 - 06/2010

Aaron Rents, Inc.,Atlanta, GA **Database Administrator Management Training & Development**, 05/ 2005 – 5/2009

InfoNXX, Inbound Hi-Volume Call Center, NC **Mobile Device Technical Support/ Customer Service** 06/2000 - 6/2003

Guilford Mills, Greensboro, NC, **ISO 9000 Certified A-Frame, QA inspector, Auditing** 06/1995- 05/ 2000

McDonald's, Greensboro, NC **Cashier, work-study, Face to Face Customer Service Team Lead** 05/1991 - 08/1993

United Publishers , Work Study, **Outbound Telemarketing Magazine Sales Rep** 05/1991 - 09/1993

## ACCREDITED EDUCATION

**DeVry Keller University Undergraduate 4 Year Degree Program**

**Decatur, Georgia**

**Bachelor's of Science Degree Technical Management w/Concentration Healthcare & Manufacturing Engineering Technology**

**Graduated** April 25, 2020

Genesis Healthcare , **National Certified Nursing Assistant COVID19** Training Renewed w/ 8hrs., Graduated 12/ 2020

South University, **Business /Healthcare Management, HR Management** , 4 Year Degree Bachelors 2007-2010

Lincoln College of Technology, **Medical Assistant Technology** , Marietta, Ga, 2 yr Associates Degree, graduated, 2004

Dekalb Technical Community College, Clarkston, Ga , 2 yr , Associates , **Criminal Justice & LPN** 2004 -2006

Georgia Career College, **Certified Nursing Assistant**, 30 days, graduated, 2005

Malik College, **Dialysis Technology** 6 months Diploma, graduated, 2012

Cutting Edge Institute, CEI, Atlanta, Ga, **Master Cosmetology** , 1 yr. Diploma Program 2010- 2012

Atlanta Barber & Beauty College, Doraville, ga **Nail Technology** 6 Months Diploma, graduated, 2009

Georgia Beauty College, Conyers, Ga, **Nail Technology** 6 Months Diploma, transfered, multi-cultural 2009

Guilford Technical Community College, Jamestown, NC , 2 yr Associates **Registered Nursing** Program , 2001-2003

Ashworth College, Norcross, Ga, **Paralegal** 9 months Diploma Program , completed 1999 - 2000

GTCC , Jamestown, NC , **Bookkeeping Accounts Payable & Account/Receivable** , graduated, 2 wks 1999

James Madison **High School**/ Ashworth College, Norcross, Ga , 4 yr. Diploma, graduated, 2000

Attended James B. Dudley **High School**, Greensboro, NC, 3 yr. Diploma, Senior 1991- 02/ 1994

## Honors:

*Relevant Courses: Healthcare Medical Billing CPT Coding, Phelebotomy, Dialysis, EKG, Laboratory Specimen Collection, Nail Anatomy, Project Management, Technical Management, Supervisory & Trainer ,South University, Business /Healthcare Management, Human Resource Management , Bachelors Program 3.5, TOP scores in ACE, NHA Certifications scores for Healthcare Professionals. Able to test for the SPHR exam.*

## Certifications

- *Licensed Nail Tech/ Manicurist, issued by the State of Georgia Board of Cosmetology ,North Carolina, 2013- Present Pending South Carolina Board of Cosmetology , along with **Tinika & Co.** Business License*
- *Parchment.com, ACE, NHA, ACT.com 119 Certificates, issuer Skillsoft, the year 2020 ( see portfolio Transcripts)*
- *39 Certificates CEU's Fast Transcripts*
- *8 Elite Cosmetology CEU's ( See Certificates )*
- *Approved for PMI Institute National Risk Management, Agile , Project Management CAPM*
- *ServSafe Food Handler ( see Certificate)*
- *National Certified Nursing Assistant ( see Certificate)*
- *Feeding Assistant ( see Certificate)*

## LEADERSHIP EXPERIENCE & VOLUNTEER EXPERIENCE

**Certificates, diplomas, degrees, transcripts, professional license, records attached to print for verification.**

*Registered PMI member of the Project Management Institute, Inc., Atlanta, Chapter; Project Management Professional (PMP) certification to gain ISO 17024, Certified Associate in Project Management (CAPM) standards. American Management Association member. The International Nail Technicians Association (INTA), CPR, AED, BLS certified, ServSafe Food Handler certified. Corporate level experience in Management Training and Development. Registered Georgia Responder volunteer Telework Administrative Medical Assistant Healthcare Services for the State of Georgia Department of Public Health, Private hospitals, Medical Reserve Corps, protects lives during natural disasters by assisting during COVID-19 to flatten the curve as a mandated reporter and voter.*

No Criminal Record. Verified by Dekalb County CASA Marian Parker Esq Public Interest Lawyer, Aaron Rents, Inc, Conduit Global, InfoNxx, Lincoln Tech formally CEI, Georgia Career Institute, Guilford Mills, Inc, Randstand, First Choice, Bojangles Orange background services, Zaxby's, Georgia State Board of Cosmetology, Samsung Nexien, FEMA Background Atlanta , Virigina , FBI, Homeland Security, State of Georgia checked approved background fingerprinting. E- Verified, non-smoker, seven recent drug-free tests 12 blood, nine urinalysis tests proved to have

strong determination, time-management, safe, trusted, friendly, kind with excellence, integrity. See reference contact sheet.

