

NICOLE S. HITCHCOCK

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SUMMARY

Creative professional with experience in strengthening programs in formative stages and stabilizing programs in crisis. Recognized for insightful problem solving, strategic planning, and infrastructure development. Seeking meaningful employment, embedded in the community.

SKILLS

- Creative problem solving
- Presentations, public speaking
- Networking and outreach
- Strategic planning
- Campaign development
- Donor relations
- Grant writing
- DISC assessments
- Infrastructure development
- Volunteer recruitment and engagement
- Communication
- Event planning

RELEVANT EXPERIENCE

Founder and Lead Consultant December 2013 – Present
City of Light Consulting Buffalo, NY

- Assist organizations in achieving peak efficiency and sustainability through strategic planning
- Development services including grant and proposal writing and campaign development
- Provide links to a network of resources including financial advisors, marketing, and web design
- Offer insights into organizational infrastructure and culture

Immigrant Workers Specialist June 2012 – December 2013
New York State Department of Labor Buffalo, NY

- Developed and performed evaluations of programs affecting the immigrant workforce
- Coordinated efforts to address the needs of highly skilled immigrants through community collaboration
- Assisted in the infrastructure development of new and existing programs

Project Coordinator March 2008 – June 2011
Jericho Road Ministries (The Priscilla Project, Patient Voices) Buffalo, NY

- Hired and trained staff members, Americorp VISTAs and several interns
- Re-designed and implemented program assisting over 150 pregnant refugee women annually
- Re-developed and implemented curriculum for pregnant refugee women
- Wrote grants to local, national, and federal agencies

Youth Program Director May 2003 – August 2006
Community Gospel Church Northvale, NJ

- Designed program for students including mentoring, community service and learning opportunities
- Worked with organizational leadership to develop meaningful curriculum for all ages

EDUCATION

Masters in Community and Economic Development Anticipated 2015
Empire State College

Bachelor of Science 2005
Nyack College

VOLUNTEER EXPERIENCE

Interim Executive Director August 2010 – July 2012
Life Cycles Center Buffalo, NY

Board Member 2012
Naturopaths without Borders International

CERTIFICATIONS

Notary Public, Commission in Erie County until July 1st, 2017