

Christina Nabity

<http://www.linkedin.com/in/christinanabity> | (850)-696-9431 | knabity@yahoo.com

EDUCATION

Florida State University
Bachelors of Science in Biological Science 2016
Cum laude

AWARDS

HR Department Representative Certificate from Florida State University April 2020
Financial Representative Certificate from Florida State University April 2020
Operation's Award in Accountability from Testing Center March 2019
Operation's Award in Good Stewardship from Testing Center May 2019
Operation's Award in Quality and Rigor from Testing Center February 2019

RELATED EXPERIENCE

Florida State University School of Theatre
Office Administrator Nov. 2019 – Present

Main office representative and travel representative for School; book all travel arrangements and process billing for faculty, staff, and guest artists. Secretary for Faculty Council, Strategic Management Team, Working Title Committee, and Faculty and Staff meetings. Maintain calendar for Director, conference room, and contact tracing for faculty and staff (during Covid-19). Assist in faculty evaluations, Assignment and Responsibilities (AOR), and promotion and tenure, as well as adjunct faculty evaluations. Carry out facility requests and electronic payment request forms (ePRF) for the School.

Florida State University Testing Center and Office of Distance Learning
Operations Assistant/Technical Support Technician Aug. 2018 - Nov. 2019

Customer service representative. Guided faculty and students in the testing process while maintaining the security of tester's information. Checked proctored tests to ensure there are no broken materials and assisted in disciplinary actions in the event of misconduct on the testers part. Assisted the Distance Learning Coordinator with Examity student's exam material. Troubleshooted Canvas issues students and faculty may have, and worked on special projects with supervisors (update support articles, test 3rd party applications, ensuring functionality of the Canvas support website).

Tallahassee Memorial Hospital

Certified Nurse Assistant

June 2016- Aug. 2018

Assisted patients with activities of daily living through excellent communication and teamwork with the nursing staff and assisted in training new nurse assistants. Worked in the Performance Improvement Team with staff from various areas to improve the Rehabilitation Center for the employees, patients, and their families.

Hardee's

Crew trainer

May 2013 - June 2016

Trained new employees, handled refunds and customer complaints when the manager was indisposed, and provided exceptional customer service.

ACTIVITIES

Leon County Humane Society

Kitty Care Volunteer

June 2015 - Present

Ensure that the cats' living areas are clean and they have adequate food and water, as well as socializing with the cats in order to help them get adopted. Also help with other events if needed such as the dog washes during the summertime.

Tallahassee Memorial Rehabilitation Center

May 2017 - Aug. 2018

Performance Improvement Team

Worked with staff from various work areas within TMRC in order to improve the work environment and the patient experience. Examples include making a 'kudos' board to present outstanding staff and creating a welcome packet for patients.

Tallahassee Memorial Rehabilitation Center

Feb. 2017 - April 2018

Shadowing Dr. Loucks and Tom Jones (P.A.)

Followed Dr. Loucks and Tom Jones at the Tallahassee Memorial Rehab Center to see the process of diagnosing and treating patients.

American Medical Women's Association

Aug. 2012 - May 2016

Member

Volunteered at local businesses and participated in community events such as the Big Event and Relay for Life.

Tallahassee Memorial Hospital Cardiology

Aug. 2015 - June 2016

Volunteer

Assisted Nurse Assistants with taking vitals and in helping patients with activities of daily living.

SKILLS

Experience with Canvas and OMNI

Experience with Qualtrics

Proficient in Microsoft Office 2016