

Nikole M. Pagan

OBJECTIVE

To work in the public sector for a social justice or harm reduction organization that will utilize my skills while presenting a challenging experience in which I can serve members of the public.

NONPROFIT EXPERIENCE

Horizons Foundation - San Francisco, CA

Administrative & Grants Coordinator - August 2007-Present

Provide support to Executive Director, Board of Directors & Director of Grants & Community Initiatives. Support Donor Advised Fund program. Manage daily office operations and procedures. Maintain grants and organizational database. Conduct due diligence research on grantees. Ensure grantee compliance with Horizon's mission. Exercise a high degree of autonomy and confidentiality.

The Center for Sex & Culture - San Francisco, CA

Treasurer, Board of Directors - March 2008 - Present; Advisory Board - January 2007 - March 2008

Spearheaded projects to develop Strategic Plan (2006) and Case Statement (2007) for CSC. Participated in planning and execution of annual fundraising cultural event (2006 & 2007). Managed CSC's gate during the 2007 Pride Parade. Regularly participate in grants committee meetings and bi-monthly board meetings. Facilitated mission statement revision process. Implemented first-ever budgeting process.

S.M.A.R.T. - Schools Mentoring and Resource Team - San Francisco, CA

Mentor/Tutor - September 2003 - January 2005

Provided counseling, guidance, homework support and companionship to middle school student attending Convent of the Sacred Heart on scholarship.

Shadow Box Theatre Company - New York, NY

Intern/Assistant to the Managing Director - January 1995 - April 1995

Assisted with federal and state grant applications. Created a list of media contacts and deadlines for submission of marketing and PR materials. Canvassed schools for audience members

After School Assistance Program, Shinnecock Reservation - Southampton, NY

Program Officer - September 1994 - December 1994

Provided homework counseling and companionship to Native American children aged 6-13 on the Shinnecock Reservation in Southampton, New York. Planned and executed art-oriented workshops for children. Co-produced *Art and Resistance* - a video documentary short about the power of art as a means of expression and resistance as well as a conduit for understanding between various cultures.

BUSINESS MANAGEMENT EXPERIENCE

Katzenbach & Khtikian, Attorneys at Law - San Francisco, CA

Office Manager April 2002 - September 2007

Provided executive level support to 2 partners and an associate attorney. Financial management including AP & AR, Payroll, Preparation of monthly, quarterly and annual tax filings. Inventory control. Equipment & general office maintenance. Functioned as contact person for all vendors and suppliers. Maintained confidentiality while performing New Client Intake and preparing court documents for filing

Café Marimba - San Francisco, CA

General Manager - January 2001 – October 2001

General management including staffing/staff scheduling, daily reports, banking, assurance of quality food and service, inventory control, scheduling repairs, vendor contact, maintenance of company files, event planning, etc.. Provided active floor management 6 shifts per week requiring constant re-prioritization of conflicting general & floor management duties

Pasta Pomodoro, Round Table Pizza, Straw Hat Pizza, San Francisco/Santa Cruz, CA

Management Team Member June 1995 – March 2000

Performed general management duties such as scheduling, food and supply ordering, interviewing and hiring staff, employee reviews, HR benefits administration, and facilities management

TECHNICAL SKILLS

- Type 65 wpm
- Knowledge of Windows and Mac operating systems
- Proficient in Microsoft Office Suite including Word, Excel, Outlook and Power Point; Corel WordPerfect; QuickBooks software; Timeslips billing software; Adobe Acrobat; FileMaker Pro Database; and SPSS statistical analysis software
- Proficient in digital donation processing
- Basic HTML knowledge
- Net Savvy – familiar with Blogging, Facebook and other online social networking communities, etc.

ASSOCIATION MEMBERSHIPS

Pi Alpha Alpha – The National Honor Society for Public Affairs and Administration

EDUCATION

San Francisco State University - San Francisco, CA

Master of Public Administration, December 2008 – Summa Cum Laude (expected)

- Area of Concentration: Nonprofit Administration
- Projects Focus: Abstinence Policy outcomes; Federal Funding to Harm Reduction Nonprofits
- Research Assistant to 2 Faculty investigating Bay Area philanthropy in public schools

San Francisco State University - San Francisco, CA

Bachelor of Arts, Sociology, May 2000 – Cum Laude

- Dean’s List 1998 – 2000

RELEVANT COURSEWORK

Graduate Level:

Nonprofit Management
Policy-making & Implementation
Strategic Public and Nonprofit Management
Nonprofit Resource Development
Microeconomics for Public Administrators
Managing Budgets in the Public Sector
Research Methods & Data Analysis I and II

Undergraduate Level:

Families & Society
Theories of Society
Social Aspects of Human Sexuality
Globalization
International Labor
Peace Law & Human Rights
American Jurisprudence