

sharon m. nickel

writer | editor | event planner

alligator-pear.com/about-me/portfolio

summary

A young professional with a keen eye for detail and a desire to engage the masses. Over five years' experience in communications and program coordination and ten years' experience in event management for the non-profit and charitable sectors.

education

Certificate, Editing (in progress)

Essential Skills Program
American Medical Writers Assoc.

BA, English (2017)

Rhetoric & Professional Writing
Thompson Rivers University

Plain Language Intensive (2016)

Medical Communicators Conference
American Medical Writers Assoc.

Certificate, Tourism (2009)

Event & Convention Management
Thompson Rivers University

publications

Simplified Lipid Guidelines

Can Fam Physician. 2015
Oct;61(10):857-67

Focusing Lines (anthology)

Textual Studies in Canada. 2008
Thompson Rivers University

The Omega (contributer)

Volume XIX, Issues 8-10. 2009
Thompson Rivers University

experience highlights

Program Coordination

- Implemented a fee schedule for traveling events to reduce budgetary burdens
- Successfully piloted new program offerings based on perceived and unperceived needs of participants and target audience
- Awarded the 2014 College of Family Physicians of Canada's *Continuing Professional Development Program award*
- Oversaw various CPD events from conception to close and produced comprehensive event plans and project close reports

Event Management

- Raised over \$50,000 at educational events and over \$60,000 at fundraising events annually
- Planned and executed single- and multi-day events for 8-500 attendees
- Facilitated the adoption of formal volunteer agreements to minimize burden on staff time and coordination
- Negotiated various vendor contracts (venue rental, catering, AV rental, display services, print services) to ensure high quality event experience for attendees

Public Relations

- Created recognizable mascots and text-to-video promotions for brand recognition
- Represented various organizations as a spokesperson (television, radio, print) for fundraising events
- Assisted with disaster relief and provided assistance to residents and family following an apartment fire

Communications

- Produced compelling copy for member newsletters and media releases
- Formalized appearance of and formatting process for bi-weekly mail-out to over 30,000 health care professionals across Canada
- Interviewed theatrical and musical entertainers for student-run newspaper (The Omega) on various occasions

Editing

- Translated a national guideline into plain language (Grade 7 level) for use in patient resource materials
- Edited medical manuscripts for grammatical accuracy and consistency prior to submission for publication
- Negotiated manuscript revisions and stylistic copy editing with 10 authors in creative nonfiction genre

Administration

- Validated up to \$50,000 in donations received in cash, cheque, and by credit card
- Processed large volume sales efficiently and expediently in a variety of settings, including in-person and by telephone
- Consolidated and validated inventory against sales records for seasonal sales in busy pop-up shop
- Introduced community calendar for scheduling of 10 academic staff
- Monitored and replenished supply orders for academic offices and busy auto repair shop

sharon m. nickel

writer | editor | event planner

alligator-pear.com/about-me/portfolio

technology

Microsoft Office Suite



Wordpress



Constant Contact



Campaigner



Industry Mailout



other skills

Content development



Content editing



Copy editing



Plain language



Proofreading



Risk management



Social Media management



Website management



languages

English



French



American Sign Language



professional chronology

Coordinator, Evidence & CPD Program | 2013—present

Alberta College of Family Physicians • Edmonton, AB

Conference Secretariat | 2015—2017

Alberta Society of Endoscopic Practice • Taber, AB

Community Development Coordinator | 2011—2013

GEF Seniors Housing • Edmonton, AB

Recreation Coordinator | 2010—2011

GEF Seniors Housing • Edmonton, AB

Office Manager | 2009—2010

Stay Tuned Auto Repair Ltd. • Kamloops, BC

Fundraising Coordinator | 2008—2010

Western Canada Theatre • Kamloops, BC

Special Events Assistant | 2004—2010

Kamloops Art Gallery • Kamloops, BC

Ticket Sales Representative | 2004—2010

Kamloops Live! Box Office • Kamloops, BC

Cashier Supervisor | 2003—2009

Coopers Foods • Kamloops, BC

community affiliations & memberships

Community Representative | 2016—present

The Learning Centre Literacy Association • Edmonton, AB

Sales Associate | 2015—2017

Volleyball Alberta • Edmonton, AB

Member, Canada Chapter | 2014—2017

American Medical Writers Association • Rockville, MD

Member | 2014—2016

Creative Nonfiction Collective Society • Calgary, AB

Pet Therapy Program Assistant | 2010—2012

GEF Seniors Housing • Edmonton, AB

Peer Counsellor, Rebel Writing Camp | 2010

Thompson Rivers University • Kamloops, BC

Transition Mentor | 2009—2010

Thompson Rivers University • Kamloops, BC

Peer Tutor, English & ESL | 2001—2010

Various Families • Kamloops, BC

Assistant Coach | 2000—2001

Kamloops Volleyball Association • Kamloops, BC