



Nikki Baker



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SKILLS

Professional

Team Player

Self Motivated

Prioritizes Effectively

Multitasking

Deadline Driven

Creative Thinker

Energetic

Highly Organized

Dynamic

Positive Attitude

Dependable

Self-Starter

Conscientious

Efficient

Flexible

Analytical Research

WORK EXPERIENCE

Management Services Technician

California State Department of Industrial Relations [🔗](#)

05/2018 – Present

Tasks

- Maintains program data base and manages an assigned case management workload, assesses if legal filings are forwarded to a Judge for action or rejected for deficiency and prepares discrepancy notification to the filer.
- Evaluate Public Records requests, and regulations to determine how to comply with the request and expedite records to members of the public, Federal, State and local government agencies.
- Input and serve documents, file and retrieve electronic and paper case files.

Settlement Coordinator

Lawyers for Workplace Fairness [🔗](#)

01/2017 – 05/2018

Achievements/Tasks

- Processed confidential settlement payments, settlement checks, and accounts receivable.
- Served as a primary point of direct administrative contact and liaison with lawyers, clients, and external institutions on a range of specified case issues; receiving retainers, acquired new cases and assigned new cases to attorneys.
- Gathered, entered, and updated data to maintain departmental records and databases, as appropriate; established and maintained records and supplies for the office.

Development Assistant

Nations, Mini Series

05/2015 – 01/2016

Tasks

- Proactive communication with producers on status of meetings and episode updates.
- Handled sensitive story information and confirmed all script changes to the necessary parties.
- Managed the producer's schedule, ensuring they were on task and informed throughout the day.

INTERNSHIPS

Tim Lahaye Productions (07/2010 – 05/2011)

Disney College Program (09/2006 – 08/2007)

EDUCATION

Bachelor's Degree in Fine Arts

Arizona State University

09/2007 – 12/2009

Courses

- Theater/Film

Tempe, AZ