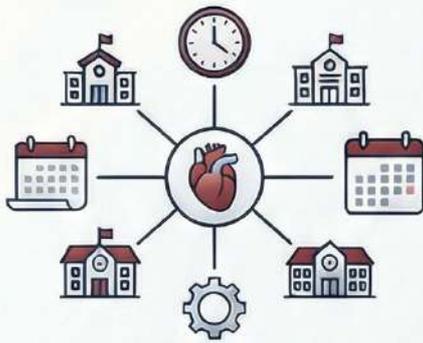


Nicole for Secretary: Precision, Professionalism, Progress

Campaigning for Cardiovascular Society Secretary with a focus on administrative precision and a clear vision.

PROVEN EXPERIENCE & SKILLS



City-Wide Logistics Coordinator

Single-handedly coordinated a city-wide Medicine career talk, managing complex multi-party scheduling.



Professional Communication Expert

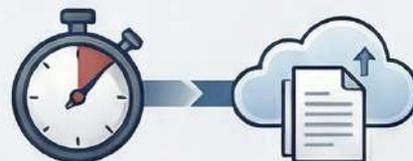
Finalist in a city-wide public speaking competition with skills in professional liaison.



Administrative Precision

Experienced in digital organization and cross-school logistics for medical education partnerships.

MY SECRETARY ACTION PLAN



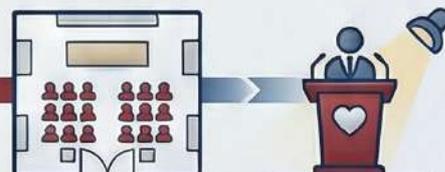
Rapid Record-Keeping

Actionable meeting minutes uploaded to a centralized drive within hours.



Structured Monthly Newsletters

Implementing regular logistical updates for the committee and society members.



Seamless Event Operations

Hands-on support for room bookings and high-profile guest speaker recruitment.

