

NICOLE B. CIGNOLI

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SUMMARY OF QUALIFICATIONS

- ~ Strong capacity to build and lead teams
- ~ Excellent communication and interpersonal skills
- ~ Outstanding proficiency in organizing and project management

PROFESSIONAL EXPERIENCE

- THE TRUMBULL LIBRARY SYSTEM**, Trumbull, CT 2007 – PRESENT
Program Coordinator
~ Promote community awareness of library services and programs with the Director and the programming team through planning and communication with media, area organizations, and local businesses.
- PARAGON RELOCATION RESOURCES**, Danbury, CT 2005 – 2007
Project Consultant
~ Provided pro-active consulting services by utilizing effective problem solving and analytical skills, develop reports, and program collateral while managing and training personnel to meet project deadlines within established cost containment guidelines and with limited direct supervision.
- GIRL SCOUTS, CONNECTICUT TRAILS COUNCIL, INC.**, Waterbury, CT 2003 – 2005
Facilitator/Membership and Marketing Manager
~ Increased girl and adult membership through community development, program creation and volunteer recruitment and retention and acted as the primary support person to 2000 girls and 800 volunteers in a 7-town area.
- WEIGHT WATCHERS INTERNATIONAL, INC**, Woodbury, NY 2002 – 2004
Leader/Location Coordinator
~ Managed inventory and operations of a store; held responsibilities of customer service walk-in, and business marketing idea development.
- THE DERBY HISTORICAL SOCIETY**, Ansonia, CT 2002 – 2004
Historical Interpreter
~ Educated children from the Lower Naugatuck Valley in “*A Day in 1762*” program on how to weave, to spin wool or to cook on an open hearth in “hands-on” workshops.
- PRUDENTIAL REAL ESTATE AND RELOCATION SERVICES**, Shelton, CT 1984 – 2001
Senior International Assignment Manager
~ Demonstrated flexibility and creativity in the successful startup of a new operations facility. In addition to effectively managing a caseload, maintained and updated the project plan, trained and mentored a new team, and produced operation manuals. As a result, received team and individual awards.
~ Assisted management in motivating and developing the team in effective customer relations and policy and procedures enforcement to achieve peak performance.

EDUCATION

- Graduate Student, Master of Information and Library Science
Southern Connecticut State University, New Haven, CT
B.A. International Studies with Specialization in Marketing
C.W. Post Center of Long Island University, Greenvale, NY

PROFESSIONAL DEVELOPMENT

- Keeping Kids Safe and Smart Connecticut After School Summit, 2004
Connecticut Conference on Volunteerism, 2004
Leadership Greater Valley Program Graduate, 2003

COMMUNITY SERVICE

- Chairperson and Secretary, Sterling Opera House Incorporators, Derby, CT, 2006 - 2009
Campaign Manager, Staffieri for Mayor Campaign, 2005
Valley Health & Human Resources, Membership Committee Member, 2005
Leadership Greater Valley Program, Opening and Graduation Sessions Committee Chair, 2004
Vice President and Recording Secretary, Olde Birmingham Business Association, 1998 – Present