**Nigel H. Arthur**

70 e 5st Ave | Broomfield, CO 80020 | (235) 294-4588

EMPLOYMENT HISTORY

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| **Local Office Administrator** | **Broomfield, CO** |
| Jacksonville Municipality | *June 2011 – Present* |

Acting as the liaison between the admin department and several other departments. Maintaining client records and files according to state and federal protocols. Scheduling agendas, meetings, and events for the office and the employees. and reviewing every item included in the FF&E budget for quality guarantee by referencing and comparing to the PO, then cross-referencing the budget estimates to make sure it is within budget.

*Major Accomplishments*

* Initiated an electronic filing system that’s easy to use, which decreased file retrieval time by 59%.
* Managing reps, vendors, and subcontractors for 100% on-time delivery.

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| **Interior Designer** | **Scottsdale, AZ** |
| Adventis Town Council, Scottsdale, AZ | *January 2008 – May 2011* |

Supporting management and staff as is needed. Booking business travels. Managing calendars (conference room calendar). Updating and maintaining member directory. the designing and tracking of all global operational refresh projects that work with local workplace services managers.

*Major Accomplishment*

* Decreased travel expenditure by 56% due to booking team events at cheaper locations

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| **Intern Administrator** | **Butte, MT** |
| Raymond Pool Systems | *July 2005 – November 2007* |

* Coordinating Facility Services and maintaining facilities with vendors (HVAC service, cleaning co., EAP plans, Fire extinguisher service).
* Analyzing and coordinating daily department activities, achieving established goals.
* Maintaining department calendars.

EDUCATION HISTORY

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| Certification for Green Municipal Administration,  LEED | **Broomfield, MT**  *2000 – 2002* |
| Associate of Science in HR | **Scottsdale, AZ**  *1996 – 2000* |