

Nicole H. Ward

OBJECTIVE

To obtain a position that will utilize my marketing, managerial and leadership skills.

EDUCATION

Clemson University, Clemson, South Carolina -Bachelor of Science in Finance, 1997-2001

Clemson University, Study Abroad Program, "Clemson in Europe" -Office of International Affairs

EMPLOYMENT HISTORY

Dublin-Laurens County Development Authority, Dublin, Georgia, June 2011-Current

Interim President, March 1 2014 -August 2014

- Managed and implemented all industrial recruitment activities undertaken by the organization.
 - Since March 2014, managed recruitment projects consisting of:
 - Total Projects: 12
 - Total Potential Capital Investment: \$749,250,000
 - Total Potential Jobs Created: 4,962
- Located Valmiera Glass, a Latvian-based fiberglass manufacturer, 150 jobs and \$20 million investment -July 2014
- Responsible for budget preparation and implementation
- Oversee the maintenance and investment of funds in excess of \$3,500,000
- Responsible for all grant writing activities on a local, regional, State and Federal level for the Authority
- Lead marketing activities for the Authority including:
 - Domestic Trade Shows (Georgia Logistics Summit)
 - Georgia Department of Economic Development & Georgia Chamber of Commerce
 - Georgia Power, Georgia EMC, Electric Cities of Georgia, Georgia Allies & Georgia Ports Authority
- Oversee direct owned property totaling -500 acres and building maintenance/leases totaling 320,000 sq. ft.
- Analyzed and implemented all financial incentives in our recruitment process including:
 - Tax Abatements / "Bonds for Title"
 - Site Preparation Assistance
 - Cash Grants
 - Economic Development Loan Programs
 - Temporary Office Space
 - Permitting Assistance
 - Reversion Clauses /"Clawbacks"
 - Cost Benefit Analysis for Community Payback
 - Tax Implications
- Board and Volunteer Management
 - Provided information to Board of Directors allowing them to make informed decisions
 - Prepared monthly board information on all topics for decision making
 - Reviewed and reported on all financial transactions and position
 - Implemented all decisions made by Board of Directors

Manager of Business and Industry, June 2011-March 2014

- Managed and implemented comprehensive business retention and expansion program designed to aid local industries in expansion and job creation.
- Updated and maintained website with latest economic development news and statistics
- Responsible for preparing Requests for Information (RFI) /Requests for Proposal (RFP) for new projects interested in Laurens County
- Handled all research and information preparation for economic development
- Monitored and assisted existing industries with expansion and retention plans
- Develop and maintain relationships with community leaders, industry leaders, politicians, existing industries, business leader's prospects and Authority board members.
- Visit with existing industries to understand their current business standing.
- Maintain all information on property owned by the Dublin-Laurens County Development Authority for economic development use.
- Conducted biannual wage and benefit survey of local industries
- Maintain memberships and interact with local and regional economic development organizations
- Plan and coordinate events for community leaders and prospects.
- Update informational literature, flyers and handouts.
- Produce an annual report that depicts the Authority's activity over the past year.
- Assist the president with the completion of informational forms for potential prospects.

Hull Storey Gibson Companies, LLC, Augusta, Georgia, May 2002 -April 2011

Senior Operations Manager for Dublin Mall, January 2008-April 2011

- Expanded the quality and quantity of the marketing calendar.
- Acquired sponsorships for large mall events to cover costs.
- Managed additional properties and trained new personnel on an as needed basis.
- Used multimedia to create eye catching posters, messages, and flyers for mall events, tenant events and sales.
- Facilitated the process of securing and retaining leasing and specialty leasing clients.

Operations Manager for Dublin Mall, January 2005-December 2007

- Oversaw the daily operation of a 275,000 sf enclosed mall which included janitorial, sweeping, landscaping, security and maintenance.
- Implemented and enforced policies and procedures and submitted timely reports to supervisors.
- Coordinated and developed timeline for construction projects and mall renovations .

Marketing Manager for Dublin Mall, May 2002-December 2004

- Planned, coordinated, and executed monthly marketing events and worked closely with mall tenants to promote tenant specific events.
- Developed relationships with community leaders and non-profit organizations.
- Actively involved in the community to help publicize mall events, incoming tenants, tenant sales & family friendly atmosphere .

Old Navy, Anderson, South Carolina, September 2001 -April 2002

Signage Lead/Cashier

- Managed in-store advertising and organized store for incoming merchandise .
- Facilitated customer decisions to generate additional sales and supplemental sales.
- Created an aesthetically pleasing environment.

America Reads, Clemson, South Carolina, *April 1998 -May 2001*

Tutor

- Created lesson plans to incorporate weekly one-on-one tutoring for elementary students.
- Assisted the advisor by helping train and recruit new tutors.
- Interacted with the students, teachers and parents to ensure progress development.

PROFESSIONAL DEVELOPMENT

- Business Retention and Expansion by International Economic Development Council (IEDC), August 2013
- Project Management 101 by Georgia Power, June 2012
- Georgia Tech Basic Economic Development Course by International Economic Development Council (IEDC), March 2012

HONORS AND ACTMTIES

- International Economic Development Council (IEDC), 2014 -Current
- Southern Economic Development Council (SEDC), 2012 -Current
- Georgia Department of Economic Development (GEDA), 2011 -Current
- Dublin Civitan Club, 2011 -Current
 - o Board of Directors, 2014
- Dubtin Girls Cotillion, 2010 -Current
- Leadership Dublin-Laurens County Board of Directors, 2010 -Current
- R.E. "Dick" Killebrew Memorial Award Recipient, March 2009
- Dublin Junior League, 2007 –2010
- Dublin-Laurens County St. Patrick's Festival, 2005 -Current
 - o Irish Balloon Festival Chairman, 2014 -Current
 - o Irish Balloon Festival Co-Chair, 2010 -Current
 - o Past Chairman, 2008 -2009
 - o Chairman, 2007 -2008
 - o Vice Chair, 2006 -2007 Vice President of the Order of the Blarney Stone, 2005 -2006
- Advocates for Alzheimer's Care Board of Directors, 2005 -2009
- Leadership Dublin-Laurens County, 2004 -2005
- Dublin-Laurens Chamber of Commerce Ambassador, 2002 -2010
- Gamma Sigma Sigma Sorority, Clemson University, 1998 -2001
- Fundraising Chairperson, Fall 2000
- Pledge Class President, Fall 1999

COMPUTER AND RESEARCH SKILLS

- Executive Pulse (Business Retention & Expansion Software)
- Microsoft Programs including PowerPoint, Publisher, Excel, Word and Outlook
- QuickBooks
- Dropbox and Evernote
- Tax and Millage Rates, Tax Implications, Tax Abatements
- Demographic Assessment and Analysis
- Statutory and Discretionary Incentives