NIKKI HARDIN

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| Louisville, KY 40229 40229, Louisville, KY | 502-417-2949 | nikkihardin619@gmail.com  |

Skills

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| * Strong Organizational Skills
 |  | * Mediation and Conflict Resolution
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| * Advising
 |  | * Problem-Solving and Decision Making
 |
| * Effective Communication
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| * Leadership
 |  |  |
| * Training and Development
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Professional Summary

Dedicated professional with several years of proven performance in administration, case management, and leadership. Detail-oriented in problem solving and planning. Professional with comprehensive experience in legal case management, adept at coordinating complex judicial processes and ensuring efficient case flow. Strong mediation skills and achieving results. Valued for problem-solving abilities, effective communication, and adaptable to changing needs.

Work History

Family Court Case Manager (Current Full-Time) 02/2019 to Current

KENTUCKY COURT OF JUSTICE – Louisville, KY

* Court liaison for parties, attorneys, social service agencies and law enforcement agencies
* Communicates with parties to answer questions regarding their cases
* Monitor court orders to ensure services are being provided and utilized
* Draft orders and agreements
* Screens and prepares case files for the presiding Judge prior to Court hearings
* Mediates with parties for agreed orders.

Administrative Support Specialist 09/2015 to 02/2019

KENTUCKY COURT OF JUSTICE – Louisville, KY

* Provided administrative training to new hires in Family and Circuit Court
* Prepared correspondence, court orders, and reports
* Maintained appointment calendars
* Proofread court orders for accuracy
* Ordered and maintained office supplies
* Greeted visitors and callers and handled inquiries and directed them to appropriate persons according to needs.

Donor Relations Manager 11/2012 to 01/2015

THE SALVATION ARMY – Louisville, KY

* Processed all monetary contributions in database system
* Correspondence
* Generated donor activity reports
* Interviewed, hired, and provided supervision to seasonal employees and volunteers
* Contacted corporate representatives, government officials and community leaders to increase awareness of organizational causes, activities or needs
* Organized and planned the Angel Tree Program alongside the Angel Tree Coordinator.

Development Assistant 08/2012 to 11/2012

THE SALVATION ARMY – Louisville, KY

* Provided administrative support to the Director of Development
* Prepared gift acknowledgement letters and other correspondence
* Recorded minutes for monthly board meetings
* Organized calendar meeting and travel arrangements.

Executive Assistant to the Chief Executive Officer 01/1998 to 11/2011

THE PRESBYTERIAN FOUNDATION – Jeffersonville, IN

* Prepared agendas and coordinated catering for committee luncheons and board meetings
* Made travel arrangements for executives
* Filed and retrieved corporate documents, records, and reports
* Answered phone calls and other routine questions
* Researched, audited, and analyzed discrepancies in client accounts.

Education

Bachelor of Science: Organizational Leadership Expected in 05/2025

University of Louisville - Louisville, KY

Education Level: Senior

* 3.9 GPA