

# NICOLE EVANS

nevan009@odu.edu | 757-285-7536 | 3732 Ludgate Drive,. Chesapeake, VA 23321

---

**SUMMARY** Health Services Administration student with experience in education and Human Resources. Currently completing an HR internship focused on employee engagement and workplace culture. Strong communication, organization, and teamwork skills.

---

**WORK EXPERIENCE** **Human Resources Intern-Quality & Culture Team** **Jan 2026 - Present**  
ARDX, Norfolk, VA (Remote)

- Assist the HR Quality & Culture team with projects that support employee engagement and organizational culture initiatives.
- Conduct research and write content for the company newsletter to communicate HR updates and company goals.
- Create internal communication materials, including a flyer promoting job enlargement opportunities.
- Use Excel to review PTO requests and ensure they do not conflict with mandatory meetings.
- Meet regularly with the Vice President to review assignments and complete independent HR projects.
- Collaborate remotely with team members while managing assigned tasks and deadlines.

**Teaching Assistant** **Apr 2023 - Present**  
Western Branch Primary School, Chesapeake, VA

- Assist the lead teacher with preparing lesson materials and organizing classroom activities.
- Support classroom management and help maintain a positive and inclusive learning environment.
- Provide one-on-one and small group academic support to help students improve understanding and engagement.
- Support implementation of individualized education plans (IEPs) and behavior support strategies.
- Communicate and collaborate with teachers and staff to support student success.

**Household Manager/Stay-at-Home Parent** **Apr 2009 - Apr 2023**

- Managed household operations including scheduling, budgeting, and coordinating family logistics.
  - Developed strong organizational, problem-solving, and multitasking skills.
  - Coordinated medical appointments, therapy services, and educational planning for children with special needs.
  - Volunteered in school and community programs supporting student learning and family engagement.
- 

**EDUCATION** **Bachelors of Science in Health Services Administration** **Expected Graduation: May 2026**  
Old Dominion University-Norfolk, VA

- Minor in Management
- GPA: 3.41

---

**KEY SKILLS**

- Organization & Time Management
- Professional Communication & Interpersonal Skills
- Team Collaboration & Remote Work
- Employee Engagement & Workplace Culture Support
- Administrative & Documentation Support
- Microsoft Excel & Office Tools
- Problem Solving & Adaptability