



NICOLE DRIGGS

PRODUCTION ASSISTANT / HR

 01/11/1972  driggfam6@gmail.com
 480-522-5470  Midway, UT 84049

ABOUT ME

I aim to work in an environment with a sense of humor, hard work, passion, and positivity. Be part of a team where I can contribute, help others, and give back to our community.

EXPERIENCE

Remote - Quilt Shop Owner

A Stitch in Time Quilt Shoppe - October 2021 - Current

- Spreading Joy & Happiness
- HR & Payroll
- Inventory & Purchasing
- Event Planning

Production Assistant

Jiko - Commercial Print - 2023

- Checking in Actors/Models
- Collecting signatures on appropriate production documents
- Catering services

Interim HR Director

Driggs Title Agency - 03/2017-05/2019 - Scottsdale, AZ

- Encouraged open communications, promoting a positive work environment.
- Handled sensitive employee and company information with highest level of confidentiality and discretion.
- Hiring & Termination processing with care

Military Non-profit Board Member

Veterans Heritage Project - 01/2009-05/2011 Scottsdale, AZ

- Assist High School students in getting to know and interview Veterans about their Military service experiences
- Event planning & Board Meetings

Production Assistant - Volunteer

Don Bluth Theatre Production - 01/2008- 05/2011 Scottsdale, AZ

- Making /sewing costumes
 - Assisting Actors backstage with costumes and set changes
 - Assisting with set design & finding scene props
-

EDUCATION

PA Certification

Utah Film Commission - 03/30/2023

Paradise Valley Community College

Associate of Applied Science | Completed in 2017

SKILLS

Positive Attitude, Computer Skills, Friendly and Outgoing, Management, Quickbooks, Teamwork, and Collaboration, Community Service, Community Outreach, 2 years college Spanish, Social Media Management, Adaptability and Dependability.