

# NICHOLE Ross

## Production Lead



### About Me

Detail-oriented Production technician with a background in property management, production leadership, and caregiving. Passionate about renewable energy with strong problem-solving skills, technical expertise, and leadership abilities. Adept at equipment operation, quality control, and electrical troubleshooting with a commitment to sustainability and innovation in the solar industry. Adept at collaborating with cross-functional teams and managing multiple projects to deliver high-quality results on time and within budget.

### Skills:

- Electrical Wiring & Troubleshooting
- Technical Equipment Setup & Operation
- Quality Control & Safety Compliance
- Materials Handling & Inventory Management
- Leadership & Team Coordination
- Customer Service & Communication
- Microsoft Office & Data Entry
- Adaptive Problem-Solving

### Education:

- Harvard Business School | May 2025 - Current
- Alison Online Certifications | May 2025 - Current
- Paris Junior College | 2016 - Current
- Sulphur Springs High School Diploma | 2004 - 2008

### Language:

English



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520 Pampa St Sulphur Springs, TX 75482

### Professional Experience:

#### Production Lead

June 2022 - October 2024 | My Perfect Pet

- Generated work schedules and coordinated equipment maintenance
- Supervised inventory management, ensuring efficient supply chain operations
- Developed standard operating procedures for improved consistency in production
- Conducted performance evaluations to enhance team productivity

#### Property Management

May 2019 - Current | Paul Glover

- Conduct regular property inspections to ensure maintenance and compliance
- Negotiate and enforce lease agreements while managing financial considerations
- Collaborate with vendors to coordinate repairs and improvements cost-effectively
- Handle tenant disputes professionally to maintain positive relationships

#### Manager Assistant

Aug. 2007 - Dec. 2008 | Lonestar Valu-lot

- Scheduled and coordinated executive meetings, appointments, and travel arrangements
- Managed office supplies and ensured timely reordering to maintain efficiency
- Prepared reports, presentations, and correspondence for business operations
- Processed and reconciled daily payments with accuracy and timeliness
- Directed incoming calls, messages, and inquiries for business leaders