

# NINA CHRISTENSEN

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I'm branching out and exploring new options.

#readytowork

Authorized to work in the US for any employer

## WORK EXPERIENCE

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### Personal Loan Specialist

#### OneMain Financial

December 2019 to Present

Assisting customers with applications for personal and title loans. Going over their personal finances and information as well as credit reports. Providing various offers to customers. Establishing a good relationship through the process with customers. Pulling dmv and title info as well as property information. Filing lien info with insurance carriers and dmv. Offering additional services to be included with the loan (credit and non credit insurance products). Assuring all documents are fully explained and properly filled out before during and after closing of loan. Handling in person, internet, and phone customers independently. Working as a team throughout the day on various tasks.

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### Project Manager

#### American Hero Construction - Orange City, FL

July 2019 to December 2020

Overseeing and managing projects from start to finish. Outside sales. Roof inspections and adjustments with insurance. Coordinating and communicating with homeowners and insurance through the process. Reviewing loss statement and picking up checks. Ordering supplies and scheduling builds. Overseeing installation and managing crews. Picking up final payment and completing all necessary documentation before during and after each project.

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### Safety Coordinator

#### Hancock Concrete - Lake View, IA

August 2017 to December 2018

OSHA inspections, Audits, Safety Training management and Safety program development. EHS functions in local, state, and Federal environmental standards for site. Assisted and traveled to other locations on a weekly & quarterly basis. Responsible for recordkeeping, reporting, incident investigations. Assisted in workers comp claims and management. Supervisory responsibility under plant managers and Safety director of Superior industries.

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## **Sales & Roof Inspector**

**Storm Force of Jacksonville** - Jacksonville, FL

July 2016 to November 2016

Door to door inspections. Daily meetings with clients including sales pitches, paperwork, oversight of installations, and pick up of payment. Communicated with home owners insurance. Weekly sales meeting with team and management. Ongoing training in sales and roofing systems.

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## **Job-site Administrator**

**Gleeson Constructors** - Storm Lake, IA

May 2014 to May 2015

Payroll, time keeping, writing reports, managing entire office independently. Going out on site for inspections and checking on the wellbeing of my fellow employees. Filling out all safety documentation as well as performing necessary training, individually as well as in large groups, to all employees and subcontractors to meet OSHA standards. I make appointments for employees for drug tests, illness, and work-related issues. I keep up with office inventory and assisting in inventory of tools and supplies for the job-site. Knowledge of all hiring documentation processing including I-9 documents. Experience interviewing, processing applications, etc.

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## **General Production Worker**

**Cargill Meat Solutions** - Ottumwa, IA

April 2012 to November 2013

I worked in food processing. I was a general worker so I move from one are and department to another doing a variety of jobs. This includes but not limited to the following: Boxing, packing, moving items and food, cutting and boning of meat, cleaning ext. Productions Line work.

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## **EDUCATION**

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### **B.S. in Occupational Safety & Health**

**Columbia Southern University (online)**

Present

## **SKILLS**

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- **Office skills (Less than 1 year)**
- **Process safety (Less than 1 year)**
- **Process safety management (Less than 1 year)**
- **Safety management (Less than 1 year)**
- **Safety**
- **Ergonomics**
- **Osha**
- **audits**
- **EHS**
- **CPR**
- **Management**

- Powerpoint
- Outlook
- Risk Management
- Public Speaking
- Word
- training
- fall protection
- Outside Sales
- Door-to-Door Experience
- Insurance Sales
- Microsoft Project
- Workers' Compensation

## LINKS

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<https://WWW.LINKEDIN.COM/IN/NINA-CHRISTENSEN-3AA350110>

## CERTIFICATIONS AND LICENSES

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### OSHA 10

April 2015 to Present

## ASSESSMENTS

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### Customer Focus & Orientation — Highly Proficient

April 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Highly Proficient](#)

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### Customer Focus & Orientation — Proficient

April 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Proficient](#)

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### Basic Computer Skills: PC — Proficient

April 2019

Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems.

Full results: [Proficient](#)

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### Customer Focus & Orientation — Highly Proficient

May 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

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### **Safety Orientation Skills — Highly Proficient**

June 2019

Measures a candidate's ability to employ accident prevention strategies to avoid accidents and injuries.

Full results: [Highly Proficient](#)

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### **Personality: Hard-Working — Proficient**

June 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Proficient](#)

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Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## **ADDITIONAL INFORMATION**

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### **SKILLS**

Creative thinking, Leadership, Process Safety Management, Office skills, Adaptability, OSHA