

# NINA DAVIS

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## SUMMARY

Proactive and versatile professional with over 29 years of leadership in the community. Results-oriented individual with a passion for continuous learning and innovation. Known for leveraging interpersonal communications to solve problems and deliver high-impact solutions in fast-paced environments. Proven track record of fostering strong relationships with clients and team members. Focused on supporting team success and achieving positive results.

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## EXPERIENCE

### **Sr. Academic Program Specialist, 07/2022 - Current** **Florida State University - Tallahassee, FL**

- Facilitated communication between students, faculty, and administration to address academic concerns.
- Planned and conducted orientation programs and group conferences to promote recruitment and retention for the department.
- Created customized presentations on topics related to higher education planning for use in classrooms or other settings.
- Evaluated student performance data to identify areas of improvement in academics programs.
- Developed and implemented program initiatives to improve student engagement through Viva Engage and monthly newsletters.
- Instructor for an FSU College Engagement Leadership course.

### **President/Owner/Operator, 08/2018 - Current** **All Care Senior Consulting, LLC. - Tallahassee, FL**

- Developed and implemented individualized care plans for patients in need of assistance.
- Coordinated with physicians, nurses, and other members of the healthcare team to ensure best outcomes for patients.
- Provided emotional support for both patients and family members during times of crisis or distress.
- Organized timely and accurate referrals to help patients obtain health care services and access available resources.
- Led startup and creation of operational procedures and workflow planning.

### **Academic Advisor II-Advising First, 07/2022 - 06/2023** **Florida State University - Tallahassee, FL**



## CONTACT

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## SKILLS

- Motivational speaking
- Active listening and learning comprehension
- Advising and mentoring
- Student advocacy
- Program coordination
- Brand building
- Business development
- Organizational behavior
- Soft skills training
- Leadership development

- Evaluated student needs and developed educational plans, fostering academic progress.
- Provided support to first generation college students during their transition into higher education.
- Provided academic advisement to students on degree requirements, course selection and university policies.
- Developed relationships with college admissions officers at various universities in order to provide up-to-date information regarding admission requirements.
- Evaluated transfer credits from other institutions and determined how they would apply towards a degree program.

**Volunteer Communication Liaison and Athletic Booster Coordinator  
(Maclay Boys Basketball Program), 08/2019 - 08/2022**

**Maclay School - Tallahassee, FL**

- Developed and implemented communications plans for internal stakeholders.
- Facilitated communication between departments to ensure effective cross-functional collaboration on projects.
- Generated ideas for creative campaigns that drive brand awareness and engagement.
- Worked with development department to coordinate efforts for volunteer and donor cultivation.
- Developed work schedules according to budgets and workloads, covering priority tasks for five teams, and seven coaches.

**President of Maclay Parents Organization, 06/2016 - 06/2018**

**Maclay School - Tallahassee, FL**

- Coordinated volunteer opportunities for parents within the school setting.
- Created detailed reports outlining event planning progress, timelines, budgets, and overseeing a \$10,000 budget.
- Managed logistics related to transportation, catering, entertainment, decorations, and volunteers for events.
- Leveraged mediation techniques to facilitate communication between parents, school administration and teachers.
- Assisted in developing programs that promote parental involvement in the school community.

**Co-Founder and Director of Marketing, 01/1999 - 01/2016**

**Total Care Medical (Pharmacy and DME) - Tallahassee, FL**

- Researched competitors' products and services in order to identify gaps in the market.
- Facilitated communication between internal teams regarding progress of projects.
- Established relationships with key customers, vendors, and partners.
- Collaborated with company partners to develop and actualize strategic plans to advance company's mission and objectives and promote revenue, profitability, and growth.

- Developed comprehensive marketing plans and strategies to increase brand awareness and customer loyalty.
  - Audited medication management in long-term care facilities for ACHA compliance.
  - Managed relationships with vendors involved in promotional activities.
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## EDUCATION

**Doctor of Education, Instructional Systems And Learning Technologies, Expected in 08/2027**

**Florida State University** - Tallahassee, FL

**Master of Science, Family, Youth, and Community Science, 05/2022**

**University of Florida** - Gainesville, FL

**Bachelor of Arts, Business Administration, 12/2012**

**Flagler College** - Tallahassee

**Associate of Arts, Liberal Arts And General Studies, 08/1997**

**Santa Fe College** - Gainesville, FL

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## ACTIVITIES AND AFFILIATIONS

- Finalist for FSU Outstanding Academic Advisor Award (2025)
  - Finalist for FSU Outstanding Academic Advisor Award (2024)
  - Omicron Delta Kappa FSU pending member-Leadership Honor Society (2025)
  - Tallahassee Senior Center Foundation Board of Directors member
  - National Academic Advising Association member
  - Association for Educational Communications and Technology member
  - Support Care Facilitator for Alzheimer's Association for Central and North Florida Chapter
  - Association for Research on Nonprofit Organizations and Voluntary Action member
  - University of Florida Alumni Association
  - NAMI Tallahassee member
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## REFERENCES

- James Milford, Head of School, Maclay School, 850-893-2138, [jmilford@maclay.org](mailto:jmilford@maclay.org)
  - Sheila Salyer, Executive Director, Tallahassee Senior Center Foundation, 850-891-4000, [Sheila.Salyer@talgov.com](mailto:Sheila.Salyer@talgov.com)
  - Marsha Hartline, Associate Director of Student Affairs, FSU College of Nursing, 850-443-6898, [mehartline@fsu.edu](mailto:mehartline@fsu.edu)
  - John Carter, Associate Director of Advising First, Florida State University, 850-644-1831, [jcarter@admin.fsu.edu](mailto:jcarter@admin.fsu.edu)
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## CONTACT INFORMATION

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