

Nicole L. Goodman

QUALIFICATIONS SUMMARY:

Accomplished and dedicated Executive Assistant with more than 18 years of experience coordinating, planning, and supporting daily operational and administrative functions of Senior Vice President (SVP)

- **Administrative:** Handle all administrative matters, including planning meetings, managing calendars, making travel arrangements, composing documents, and budget support
- **Communication:** Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact in handling confidential and sensitive information
- **Computers:** Proficient in Microsoft Office (Outlook, Word, and Excel)

AREAS OF EXPERTISE:

- ***Organizational Skills** ***Time Management** ***Problem Solving**
- ***Budget Management** ***Relationship Building** ***Prioritization** ***Efficient Calendar/Schedule Management**

EXPERIENCE:

Lincoln Financial, Greensboro, NC

Executive Assistant to SVP of Life Finance and Product *April 2010 – Current*

- Manage Executive's every-changing schedule, including scheduling meetings and appointments
- Arrange and participate in Month-end, Quarter-end and Year-end finance team meetings
- Communicate with internal and external business partners while exhibiting a high degree of professionalism
- Prepare sensitive information while maintaining confidentiality

Administrative Assistant to AVP of Actuarial Finance

April 2008 – June 2010

- Supported 60 people team in Greensboro NC office
- Provided support with budget preparation and management
- Established trusting work relationships across organization, able to leverage those relationships to support team
- Managed purchasing of office supplies, gifts, and assisted team with travel arrangements and expense reports

EDUCATION:

Guilford College, Greensboro NC

General Studies 2007 - 2009

Greensboro College, Greensboro, NC

2005 - 2008

Paralegal Certification

Licensed Paralegal – North Carolina Certified

VOLUNTEER ACTIVITIES:

- Lincoln Financial Life Solutions Diversity & Inclusion Committee 2020 – current
- Lincoln Financial African American Business Resource Group 2020 – current
Member of Planning Committee
- Lincoln Financial Group United Campaign Greensboro 2017 – 2020

OTHER EXPERIENCE:

- Juvenile Crime Prevention Council Chair/ Finance Cmtee 2024 - current
- Juvenile Crime Prevention Council Member
- Guilford County Transportation Advisory Board 2025- current
- Greensboro Transit Advisory Commission 2024 - current
- NAACP Member/Assistant Secretary for Greensboro Branch 2025 - current