

Ljubica "Lily" Nikolich

Email: ljubi@hhp.ufl.edu

Email: ljubi@ufl.edu

Phone: 352-219-5002

Current Address:

215 C NE Blvd.
Gainesville, FL 32601

Permanent Address:

11365 5th Street East
Treasure Is., FL 33706

EDUCATION

Master of Science in Health Education and Behavior, Anticipated August 2008

Department of Health Education & Behavior
University of Florida, Gainesville, FL 32611
Specialization: Community Health Education

Bachelor of Science in Health Education and Behavior, 2004

Department of Health Education & Behavior
University of Florida, Gainesville, FL 32611
Specialization: Community Health Education
Minor: Food Science and Human Nutrition

Note: Contributed 70% of costs for B.S. Degree

Certifications: HIV/AIDS Pre & Post Test Counselor, Florida Department of Health (November, 2003)
CPR, American Heart Association (August, 2006)
Corporate Front of the House Tijuana Flats Trainer (May, 2005)

Technical Skills: Windows 98, 2000, and XP; Microsoft Office; Internet Explorer; Intercom Plus; Aloha Customer Service Software

Languages: English (fluent), Croatian (fluent), Serbian (fluent), Polish (basic)

PROFESSIONAL EXPERIENCE

Lab Assistant (May, 2007 – Present)

Bread and Roses Women's Health Center
1233 NW 10th Ave
Gainesville, FL 32601

Responsibility includes providing information sessions about after care instructions following a procedure, testing urine for possible pregnancy, taking vitals (such as blood pressure), explaining how to take their medicine, and assisting the patient or physician during the procedure.

Graduate Assistant (January, 2007 – May, 2007)

Health Education and Behavior
FLG 5 Gainesville, FL 32611

Responsibility included instructing a Personal and Family Health course. I prepared lectures about various health topics such as Cancer, Nutrition, Licit and Illicit Drugs, Pregnancy, etc. I was responsible for issuing four

examinations and for grading student assignments. I was responsible for teaching 110 University of Florida undergraduates.

Graduate Assistant (August, 2006 – December, 2006)

University of Florida
Sport and Fitness Program
FLG 110 Gainesville, FL 32611

Responsibility included instructing two sections of Bowling 2 and one section of Bowling 1. I prepared lectures about the history of bowling, equipment and safety, footwork, arm swing, scoring, delivery dynamics, and finish position. I was responsible for issuing examinations and for grading student's assignments. I was in charge of roughly 100 University of Florida students.

VitaGrant Project Coordinator and Health Educator (January, 2005 – September, 2005)

March of Dimes
North Central Florida Division
1831 NW 13th Street Suite 3
Gainesville, FL 32607

Responsibilities included tracking distribution of vitamins and educational materials, collecting data collection forms, providing technical assistance to sites, providing on-site health education for the VitaGrant project, folic acid, and pre/interconceptional health.

Health Education Intern (August, 2004 - December, 2004)

March of Dimes
North Central Florida Division
1831 NW 13th Street, Suite 3
Gainesville, FL 32609

Responsibilities included participation in health education programs and public events such as health fairs, public speaking, preparing for Walk America Spring 2005, assisting with prematurity research, and delivering health education presentations.

Pharmacy Technician (March, 2001- September, 2002)

Walgreen's Pharmacy
7520 W. Newberry Road
Gainesville, FL 32605

Responsibilities included filling prescriptions, entering prescription data using Intercom Plus computer system, answering phone calls, mixing antibiotics, re-stocking medicine shelves, assisting customers with purchases, and answering general questions.

Pediatric Clinic Volunteer (Summer 2001)

Pediatrics Clinic in the Cancer Center
Shands @ the University of Florida
1600 SW Archer Road
Gainesville, FL 32610

Responsibilities included helping children feel comfortable about their visit at the hospital and to entertain them while waiting to see their physician.

Pharmacy Technician (February, 1998 – August, 2000)

Walgreen's Pharmacy

10551 Gulf Boulevard
Treasure Island, FL 33706

Responsibilities included filling prescriptions, entering prescription data using Intercom Plus computer system, answering phone calls, mixing antibiotics, re-stocking medicine shelves, assisting customers with purchases, and answering general questions.

WORK EXPERIENCE

Food Service Staff/Cashier Corporate Trainer (May, 2005 – July, 2006)

Tijuana Flats
1720 W. University Avenue
Gainesville, FL 32605

Responsibilities included training front of the house staff to provide excellent customer service at all times, taking customer orders using Aloha computer system, running food items, answering phone calls, preparing appetizers, cleaning, and re-stocking supplies.

Food Service Staff/Cashier (June, 2003 – May, 2005)

Tijuana Flats
1720 W. University Avenue
Gainesville, FL 32605

Responsibilities included providing excellent customer service at all times, taking customer orders using Aloha computer system, running food items, answering phone calls, preparing appetizers, cleaning, and re-stocking supplies.

Customer Service Assistant (September, 1991 – April, 2004)

Windjammer Motel
10450 Gulf Boulevard
Treasure Island, FL 33706

Responsibilities included check-in and checkout of guests, answering phone calls, booking, rooms, billing customers, and cleaning.

MEMBERSHIPS

American Pharmaceutical Association (August, 2000 – August, 2002)
Florida Association of Professional Health Educators
Sigma Kappa Sorority (January, 2003 – August, 2004)
University of Florida Soil and Agronomy Club (August, 2003 – December, 2004)
University of Florida Alumni Association (January, 2005 – Present)

References furnished on request.