



**Nikole H.
Daniels, CSI, CDT**

**Project &
Marketing
Facilitator**

Ms. Daniels has over 11 years experience in clerical administration. She has administration experience in various fields such as religious, medical, educational, and architecture.

She assists the project managers and principals in every phase of a project from the contract to construction documents, specifications, bid deposits, and CA documentation. Ms. Daniels also assists with our marketing materials and in creating PowerPoint presentations as needed.

Ms. Daniels is proficient in many different software packages such as MSWord, Excel, Access, PowerPoint, AIA documents, Architectdata and Outlook. She is also a Certified Construction Document Technologist through Construction Specifications Institute.

Recent Project Experience includes:

- D'Bo's Restaurant/Cordova, TN
- Ubee's Restaurant/Memphis, TN
- Sweeney Hall at LeMoyné-Owen College Phase II/Memphis, TN
- MCS ADA Projects/Memphis, TN
- University Place Remediation & Demolition/Memphis, TN
- COGIC Master Plan/Memphis, TN
- Natchez College Master Plan/Natchez, MS
- Master Plan Youth Camp/Lifestyle Center/Shelbyville, TN
- Lane College Master Plan/Jackson, TN
- College Park Neighborhood/Memphis, TN
- Riverbend Place/Memphis, TN

Education

- Associate of Applied Science - State Technical Institute at Memphis

Professional Affiliations

- Associate Member, Construction Specifications Institute

Professional Experience

- Self Tucker Architects, Inc.
Memphis, Tennessee
- Environmental Management Consultants
Memphis, Tennessee
- Environmental Management Plus
Memphis, Tennessee

