



# Nicole E Brewer & Crew

## Let Us Help You Navigate to a Better Life!



### Donna Kwiecien

### Administrator & Office Manager

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Joining Nicole Brewer & Crew in 2015 has given me the opportunity to utilize the skills and abilities I acquired over my career in a number of areas. I began my professional career as a Registered Nurse in Michigan and after obtaining my Bachelor's Degree, advanced from a Staff Nurse to Nurse Manager. Following the birth of my daughter, I became an accomplished Human Resources professional by moving into a Nurse Recruiter role, which eventually resulted in securing my Master's Degree in Human Resources Administration and the title of Vice President-Human Resources. I am also a member of Alpha Sigma Nu Honor Society. I have worked in free standing and large healthcare systems including the Henry Ford Health System, Cleveland Clinic and University Hospitals of Cleveland.

My positions in the past required a great deal of multi-tasking and attention to detail and this position is no different. I perform a variety of functions aimed at ensuring all of our clients' needs are met in a way that recognizes their unique situations, goals and concerns. This includes supporting Nicole and our Agents by contacting clients, setting appointments, processing a wide variety of documents, answering questions as appropriate or contacting Agents to assist them. Each day is unique and I have found in this position I am still able to do what I truly enjoy - helping others achieve their goals even if it is behind the scenes or unbeknownst to them. I strive to keep our office running smoothly so the Agents can concentrate on their clients particular needs. I am particularly proud of the fact that we use a holistic approach with our clients and many long term relationships are built each year.

As a member of Christ Church in Columbia Station, I have spent time in an area I am passionate about, serving others, by coordinating community outreach projects and leading the SERVE Team with my husband. In addition, I enjoy music, theater, the Cavs, new challenges and "the best thing I have ever done for myself besides marrying my husband - ZUMBA!!"

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