

Donna Nichols

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SUMMARY OF QUALIFICATIONS

Highly motivated, results-driven professional with extensive experience in all aspects of C-level executive administration and management, confidential corporate and board communications, travel planning and gatekeeping. Articulate, resourceful leader who excels in a fast-paced, high stress environment where change is the norm. Experience in board communications, hospitality, event planning and budgeting. High level of diagnostics and biotechnology background from research to market. Consummate professional dedicated to making the lives of busy executives easier. Possesses the highest degree of integrity supported by a flawless record of maintaining confidentiality. Proven strong leader, outstanding communication skills, work load prioritization and teamwork.

PROFESSIONAL EXPERIENCE

Sequenom, Inc.

May 2011 – Present

Executive Assistant to the CFO, CAO, Accounting/Finance team

Provide executive level administrative and business support to the Executive Team as well as their direct reports including but not limited to HR, IT, Purchasing and Facilities. Continuous interface with Board members, Board Committees and outside counsel and second support to the CEO. Manage company travel policy and Concur travel.

- Responsible for building, entering and maintaining the BoardVantage portal for all board meeting communications and presentations to all board members and committees.
- Head of the Disclosure Committee administration team tracking all outwards facing documents, gaining review and approval from a company-wide team for each item.
- Maintain heavy Executive calendars, plan and schedule meetings, teleconferences, WebEx, extensive roadshow and investor conference travel planning.
- Acting as Investor Relations Manager including shareholder calls, meetings and tracking through IPREO.
- Heavy Microsoft Office use; integrating Excel and Word into PowerPoint and responsible for all Board communications.
- Every day problem solving for various departments throughout the company.
- Negotiate favorable terms and pricing agreements with resorts, vendors, caterers and other providers; monitor travel expenses for all department managers and provide cost savings ideas.
- Main conduit to travel agency and educator for new employees on use of online booking tool.

Pacific Coast Jazz

June 2003 – May 2011

Founder

Responsible for all project management of new recordings and administrative efforts for this boutique record label with clients in both the US and Europe including very complex travel arrangements, processing of invoices and expenditures, filing, telephone, and all other office duties. Interact with all customers in both retail and digital media, legal, accounting and marketing. Upkeep of six websites for two business, one non-profit and three artists including art placement, follow up, social networking and all production/tracking of marketing materials.

Agouron Pharmaceuticals. Inc.

Tenure: August 1987 – September 2001

Head of Corporate Communications

Spearheaded overall executive level support operations for the Executive Office of the CEO and Corporate Communications division of this \$600 million, 1400-employee pharmaceutical company. Reported to CEO for 13 year tenure and participated in corporate activity surrounding products in research (24 employees at the beginning), through pre-clinical, clinical and then on to market. Participated in high level meetings including merger and acquisition discussions with multiple boards' activity. Member of high level team formed to raise more than \$550M to further research projects for cancer and AIDS. Planned and organized numerous company events and meetings, including shareholder meetings; attendance by as few as 2 people up to 2600 guests; headed employee communications activities, and served as "voice of" company.

Other Selected highlights include:

- Played key role in establishing, building, and executing an Investor and Public Relations Department; facilitated positive communication for Agouron Pharmaceuticals serving as the “Voice of Agouron” regarding communications in both an external and internal capacity including buy and sell side analysts, fund managers and investment bankers and all company colleagues.
- Handled proper direction of business relations and distribution of company literature by communicating with internal and external contacts including phone and video conferences. Lead on the copy approval team for all collateral materials associated with flagship product; interaction with FDA on same.
- Led HIV patient advocacy program; communicated with AIDS activists while seeking approval from the FDA. Managed highly confidential data related to both scientific and business sectors. Entrusted with managing administrative activities for up to nine key executives associated with confidential merger negotiations.
- Administered \$2.2 million annual budget covering all internal and external public and investor relations activities, including annual report preparation and dissemination. Co-administered a \$1 million annual corporate sponsorship program, contributing to various non-profit organizations aimed at improving quality of life within the community.
- Built and maintained positive and professional corporate image fostering client loyalty and ongoing business through both individual investor meetings as well as annual meeting and analyst field trips.
- Instrumental in developing Graphics facilities and the Company Store; realized significant savings related to both time and costs versus outside sources, in addition to enhanced communication for personnel of Agouron Pharmaceuticals.
- Implemented standardized operational processes and procedures, which enhanced daily operations and increased productivity including copy approval for all product collateral materials.

Agouron Pharmaceuticals. Inc. August 1996 – September 1996
Sr. Director, Investor & Public Relations Head of Corporate Communications

Agouron Pharmaceuticals. Inc. September 1992 – September 1994
Director, Investor & Public Relations Head of Corporate Communications

Agouron Pharmaceuticals. Inc. September 1989 – September 1992
Manager, Investor & Public Relations

Agouron Pharmaceuticals. Inc. August 1987 – September 1989
Executive Assistant to the CEO, CFO & VP Human Resources

PREVIOUS TO AGOURON/PFIZER:

THE HENLEY GROUP – LA JOLLA, CALIFORNIA – EXECUTIVE ASSISTANT

HYBRITECH INC. – LA JOLLA, CALIFORNIA – EXECUTIVE SECRETARY AND SHAREHOLDER RELATIONS MANAGER (PRIOR TO LILLY MERGER)

PROFICIENT IN THE FOLLOWING SOFTWARE PROGRAMS:

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| • BOARDVANTAGE | • IPREO | • MASTER CONTROL | • WINDOWS & MAC |
| • CONCUR TRAVEL & EXPENSE | • QUICKBOOKS | • ADOBE PHOTOSHOP | • WORD PRESS |
| • ILLUSTRATOR | • QUARK | • GMAIL | • GOOGLE DOCS/DRIVE |
| • FILEMAKER PRO | • WEBEX | • GO TO MEETING | • CONSTANT CONTACT |
| • MICROSOFT OFFICE 10 SUITE OF PRODUCTS: MICROSOFT WORD, EXCEL, POWERPOINT, OUTLOOK, PUBLISHER | | | |

Associate Degree in Legal Secretarial Science

KENT STATE UNIVERSITY (Kent Stark) — Canton, Ohio

Other Personal Highlights include:

Member of the Board of the San Diego Flute Guild
 Past President of the San Diego Investor Relations Group
 Past Member of the National Investor Relations Institute
 Past Board Member and Interim Executive Director of The Wellness Community of San Diego
 Past Board Member of the Children Affected by AIDS Foundation
 Past President of Athena San Diego