

# Nicole Shair

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(832) 981-8068

## PROFESSIONAL SUMMARY

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Recent graduate outfitted with a Bachelor of Arts in English and half a year of internship experience as a Reporter at Insite Magazine. In-depth knowledge and use of Microsoft Office. Extreme attention to detail and ability to multitask within fast-paced environments.

## EMPLOYMENT HISTORY

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### Sales Associate, Game X Change. College Station, TX

May. 2021 – Present

- Utilized cash register to help with sales and customer satisfaction
- Organized stock and put away new shipments
- Helped customers trade-in their products
- Took initiative to open/close the store when needed

### Front Desk Agent, Candlewood Suites. College Station, TX

Aug. 2020 – Oct. 2020

- Completed the front desk audit on night shift
- Cleaned and maintained the hotel's front lobby
- Handled the cash register and guest reservations
- Cleaned the laundry after guest departures

### Sales Associate, Marble Slab Creamery. College Station, TX

May. 2020 – Jul. 2020

- Served guests and offered samples
- Handled the cash register and customer orders
- Prepared and stocked ingredients and products

## EDUCATION

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### Texas A&M University, College Station, TX

Bachelor of Arts, English, May. 2020

### Cy-Fair High School, Cypress, TX

High School Diploma, May. 2017

## SKILLS

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Scheduling

Experienced

Reliable Work

<b>Scheduling</b>	<i>Experienced</i>	<b>WORKS WITH</b>	<i>Experienced</i>
<b>Microsoft Office</b>	<i>Skillful</i>	<b>Ethic</b>	
<b>Typing Proficiency</b>	<i>Experienced</i>	<b>Time Management</b>	<i>Skillful</i>
<b>Highly Focused</b>	<i>Skillful</i>	<b>Written/Spoken Communication</b>	<i>Experienced</i>