

NICOLE ANA NOLTING

EDUCATION

St. Joseph's University, Philadelphia, PA

B.A Digital Communications, May 2018. University Scholarship

Classes: Visual Rhetoric [CSS and HTML [Web Design [Communications and Ethics [Digital Video and Audio [Non-profit communications

WORK EXPERIENCE

Marketing Department Intern - Fairfax Radiology Centers, Merrifield, VA *Summer 2016*

- Participated in regular management meetings to gain an understanding of the components of a successful Marketing Department.
- Completed several projects preparing and tracking social media activity.
- Worked on the company's new website re-design
- Coordinated event planning for local events
- Analyzed and prepared reports on customer service and marketing initiatives
- Completed competitor analysis

Office Assistant - Commercial Concrete Inc., Chantilly, VA *Summers 2013 and 2015*

- Wrote correspondence, filed paperwork, answered phones, and other office work as needed. Cleaned/reorganized offices to maintain professional atmosphere
- Delivered outstanding customer service to other employees and company customers during hectic hours while maintaining a busy schedule with many tasks

Hostess and Waitress - Levant Restaurant and Lounge, Tysons, VA *May of 2015*

- Managed wait staff to ensure customers received excellent service; organized service materials and completed paperwork for owner as needed; answered phones; served customers; cleaned and closed at night
- Maintained a positive attitude while assisting both customers and staff during day time, evening, and night hours

CAMPUS/COMMUNITY LEADERSHIP

Spring Concert Committee, Hospitality Team, 2016-2017

Music Promoter for Saint Joseph's Students, 2016-2017

Communications Director of The Political Society, 2016-2017

Baking Club, 2016-2017

Transfer Mentor, 2015-2016

Weekly Community Service, Team Member 2014-2015

Cultural Solutions Overseas, Volunteer 2014

H.S. Field Hockey, Team Member 2011-2013

Community Basketball, Team Member, 2011-2013

Church Work Camp, Volunteer, 2011-2013

Girl Scouts, Troop Member – Silver Award