

Nicole Richards

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Cardigan, PE COA 1G0
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Phone (902) 330-4545

HIGHLIGHTS OF QUALIFICATIONS

- Keyboarding speed 42 wpm
- Skilled in basic computer applications - Google Applications, Microsoft Suite
- Willing to learn
- Established and met deadlines
- Highly motivated and successful at working independently
- PEI Class 7 Driver's License/ reliable vehicle

RELEVANT SKILLS

Administrative Skills:

- Answered telephone and electronic enquiries and relayed telephone calls and messages
- Determined and established office procedures
- Ordered office supplies and maintained inventory
- Answered incoming calls and emails and directed to appropriate persons
- Assisted Clients with Claims

Organizational Skills:

- Prepared documents for office staff and clients
- Prepared mailing list communications, added contacts and updated information
- Typed and proofread correspondence, forms and other documents
- Organized desk, storage and office and kept work space tidy and neat
- Maintained manual and computerized information filing system
- Excellent written communication

WORK HISTORY**Cashier/Clerk**

Christmas Discounter's	Montague, PE	2023-
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Admin Assistant

Nicholson Group INC	Montague, PE	2023-2023
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Merchandise Rep

Neptune Retail Solutions	Montague, PE	2023-2023
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Cleaner

Montague Intermediate School	Montague, PE	2020- 2022
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Cleaner/Cashier

McDonald's Restaurant,	Montague, PE	2017--2020
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EDUCATION/TRAINING

WHMIS training	Montague	2023
First Aid/CPR	Montague Regional High	2023
Admin. Assistant General	Algonquin College (online)	2022
OJT Front Desk(On The Fringe)	Montague	2022
Career Bridges	Montague	2022
Microsoft Excel	Shaw Academy	2021
Financial Planning	Shaw Academy	2021
COVID Sanitizing	Charlottetown	2020
Ratatype Typing Teacher	Online Tutoring	2019
Responsible Beverage	Holland College	2018
Grade 12	Montague Regional High	2016

VOLUNTEER EXPERIENCE

Habitat For Humanity	Georgetown, PE	2023
Cloggeroo Music Festival	Georgetown, PE	2021

REFERENCES

Kim Hicken Job Shadow, On The Fringe Hair Studio (902) 969-9666

Sharon Gordon Day Custodian, Southern Kings Consolidated school (902)969-6219

Tammy Gardiner Day Custodian, Cardigan Elementary School (902) 969-3858

Judy Skerry Manager, Buy Rite Montague 902-394-5462

Sharon MacLean Co-worker, Jennifer's Food Service 902-969-7419