

## **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/Sales Associate**

|                        |              |       |
|------------------------|--------------|-------|
| Christmas Discounter's | Montague, PE | 2023- |
|------------------------|--------------|-------|

**Administrative Assistant**

|                     |              |           |
|---------------------|--------------|-----------|
| Nicholson Group INC | Montague, PE | 2023-2023 |
|---------------------|--------------|-----------|

**Merchandise Rep**

|                          |              |           |
|--------------------------|--------------|-----------|
| Neptune Retail Solutions | Montague, PE | 2023-2023 |
|--------------------------|--------------|-----------|

**Cleaner/Covid Sanitizer**

|                              |              |            |
|------------------------------|--------------|------------|
| Montague Intermediate School | Montague, PE | 2020- 2022 |
|------------------------------|--------------|------------|

**Cleaner/Cashier**

|                        |              |            |
|------------------------|--------------|------------|
| McDonald's Restaurant, | Montague, PE | 2017--2020 |
|------------------------|--------------|------------|

**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