

Nicole Marszalek

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CAREER OBJECTIVE

Searching for the opportunity to leverage my interpersonal, design, planning, marketing and communication skills to help business gain more revenue, build their client base and achieve corporate goals.

SUMMARY OF QUALIFICATIONS

- Detailed oriented
- Have valuable personal skills and effective communication abilities
- Ability to shine in high stress situations

EDUCATION

The University of Texas at San Antonio Graduated: May 2015
Bachelor of Business Administration in Management
GPA: 3.01

Relevant Coursework

Business Communications & Project Leader
Marketing
Management
Entrepreneurship

**Trinity Valley Community College, Athens, Texas
2011-2013**

EXPERIENCE

University Librarian- San Antonio, TX August 2014-May 2015

- Systematic and detailed organizational skills
- Worked in high stress situations
- Worked in numerous of programs including word and excel
- Honed higher level customer service skills and handling multiple tasks at the same time

Pool Monitor-Heartland- Forney, TX May 2013 - August 2014

- Developed procedures to aid with cleaning the pool and surrounding areas
- Initiated new ideas to promote the attendance at the pool
- Incorporated swimming lessons as part of new program to promote safety awareness

- Maintained the number of daily attendees with Microsoft Excel

Car-Hop-Terrell, TX August 2012-December 2013

- Built experience in interpersonal skills, client service fundamentals and dealing with public
- Handled money and transactions for the store daily
- Awarded best customer service for a month
- Help implement new ways to make delivery faster

ACTIVITIES AND HONORS

- Relay for Life 2008 – 2011
- Junior Volunteer Program 2013 – 2014
- Career Action Program 2013 – 2014
- Honor Alliance 2013 – 2015
- National Society of Leadership and Success, 2013 – 2015
- Rock and Roll ½ and full marathon 2011 – 2014
- Volunteered for the Texas Diaper Bank 2013– 2015
- Volunteered for the San Antonio Food Bank 2013 – 2015

ADDITIONAL SKILLS

- Microsoft Office – Word, Excel, PowerPoint, Access
- CPR and First Aid Certification, valid through August 2016
- I am well rounded person and can quickly pick up on new skills