

Nicole Barnes

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Objective

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Work Experience

Bob Evans**01/02/2007 - 02/14/2011****Contact Person:** Brent Ruckman 614-861-9920**Position:** Waitress**Responsibilities:** Assisting customers with cash transactions, taking orders quickly and efficiently, inputting relevant information into a computer system, and maintaining a clean work environment.**Accomplishments:** During this process i acquired excellent communication and customer service skills.**Bob Evans****09/10/2001 - 05/05/2004****Contact Person:** Jamie Bartholm 517-788-8533**Position:** Hostess/Waitress/Carryout**Responsibilities:** Assisting customers with cash transactions, seating customers in a timely fashion, answering the phone and taking orders, mainting a clean work environment, and

inputting relevant information into a computer system.

Accomplishments: During this period of time i aquired excellent problem solving and communication skills.

Education

Montana State University/ Billings, Mt.

Mass Communications

09/20/2005 - 05/13/2009

Education Establishment: Montana State University/ Billings, Mt.

Education Degree: Bachelors

Average Grade: 2.5-3.0

Details: I hope to acquire my bachelors degree within the next year.

Jackson Community College/ Jackson, MI

Business

08/23/2004 - 05/28/2005

Education Establishment: Jackson Community College/ Jackson, MI

Education Degree: N/A General Ed's

Average Grade: 3.0

Skills

Excellent communicator, quick problem solver, and a team leader.

Computer skills: Can type upwards of 60 w.p.m, and great with Microsoft word and Microsoft power point.

Interests

I am an avid reader and documentary lover.