

# Nicole Breting

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## Work Experience

Currently in a coding certification course through ucf from 12/2024 to 3/2025

### **Customer Service Representative**

Atento - Call center - Lindon, UT

October 2021 to January 2022

I answered calls for gamestop customer service call center. About helping people with their returns, replacements, refunds, and placing new orders over the phone and taking credit cards.

### **Recruiter**

Teleperformance - Salt Lake City, UT

June 2020 to December 2020

Conducted interviews

Sent out important emails

Had to make and meet a certain goal for the day.

### **Receptionist**

Codale Electric Supply - Midvale, UT

January 2020 to April 2020

- Answered phones directed visitors
- Handled payments and cash
- Faxed, copied, and scanned documents
- front desk
- Welcomed visitors and customers
- Assisted in signing in/out guests and customers

### **Sales Administration**

Olive and cocoa - West Valley City, UT

October 2019 to December 2019

I worked with an account manager and helped her out-

- By sorting through her email for list of orders for customers and going through and correcting them to be able to be uploaded.
- I answered phone calls for her and helping customers the best I can help them.
- I proceeded returns from customers for her.

### **Front Desk Receptionist**

GANS INK & SUPPLY - West Valley City, UT

April 2018 to September 2018

#### Responsibilities

Faxed, copied, and scanned documents

- Took payments
- Front desk and front office
- Greeted customers warmly and genuinely
- Answered incoming calls, took messages and directed visitors
- Made calls to customers and coworkers
- Helped with all questions and complaints
- Managed mail and paperwork
- Documented Payments made by check
- Answered and responded to emails
- Faxed, copied, and scanned documents

#### **Sales Representative**

Tommy Bahama - Park City, UT

July 2017 to May 2018

I walked the floor and straightened out the clothes on the floor and process cash and card transactions and talked to customers.

#### **Sales Representative**

Abercrombie & Fitch - Park City, UT

June 2016 to August 2016

#### Responsibilities

Keep my section of store in neat tidy order, worked the cash register and interacted with customers.

#### **Hostess**

Buffalo Wild Wings - Sugar House, UT

February 2016 to August 2016

I worked the take-out desk, sat customers, answering phone calls, and made transactions for to-go orders.

#### **Stock Associate**

Pac Sun - Park City, UT

June 2016 to July 2016

To sensor and put away newly received shipment and put it out on the floor.

#### **Sales Representative**

Abercrombie & Fitch - Park City, UT

June 2014 to August 2014

#### Responsibilities

Keep my section of store in neat tidy order, worked the cash register and interacted with customers. Skills Used Organization, math, communication and charisma.

#### **Sales Representative**

Old Navy - Park City, UT

July 2013 to August 2013

## **Sales Floor Rep.**

Old Navy

I worked on keeping my assigned area of the store fully stocked and neat and customer friendly, I also worked on cash register so I know how to handle money and interact with the customers.

## **Education**

### **GED**

Judge Memorial Catholic High School

## **Skills**

- Sales (2 years)
- Merchandising (2 years)
- Organizational Skills (2 years) •

Computer skills (1 year)

- Money Handling (3 years)
- Customer Service (3 years) •

Receptionist

- Scheduling
- Filing
- Data Entry
- Office Experience (1 year) •

Basic Math

- Phone Etiquette
- Typing
- Time Management
- English
- Word Processing
- Restaurant experience
- Guest relations
- Guest Services
- Microsoft Word
- Microsoft Outlook
- Host/Hostess