

Hello I'm Nina Foster

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Skills

- Intermediate Excel and data entry
- Strong interpersonal communication
- Familiar with customer service tools
- Limited experience in coding

Experience

2023 - Present
Retail Lead – BookZone CA

- Handled product stock and trained seasonal workers
- Designed shift schedules using Excel templates

Education

Vallejo College – A.A. in Liberal Arts

Awards

- Store Employee of the Month – July 2024