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# NICKY CAHAYA

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(311) 555-0100

NCAHAYA@NC.SITE

WASILLA, AK

## ABOUT ME

Highly driven professional with over 5 years experience in organising and managing student programs with a high success rate.

Comprehensive knowledge of how to deal with students, parents and coordinator within the exchange program, as well as dealing with issues related to the operations related to projects.

## EXPERIENCE

### Student Exchange Coordinator

Telfor Language School

Jan 2018 - Present

Oversaw student exchange projects Managed documentation for the students Sourced accommodation for the participants Organised logistics related to each projects.

### Student Exchange Assistant

TravelVia

Sep 2016 - Dec 2017

Completed documentation for students Troubleshooted issues related to logistics Oversaw students' arrival and departure Organised logistics related to each projects.



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## EDUCATION

B.A, European Studies,  
French & Spanish, 2016  
University of Exning

## REFERENCE

Available upon request

## SKILLS

- Fluent in Spanish and French
- Punctual
- Caretaker
- Hardworking
- Fast Learner
- Coordination
- Project Management