

Norievelle De Vega

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Educational Experience

University of Nevada, Reno:

Biology and Public Health Dual Major

Chemistry minor

Think Kindness

Pre-med/AMSA club member

UNICEF/MAPEDIR project

Professional Experience

The Limited

Portland, Oregon

Assistant Manager

October 2012- May 2013

Ph: (503) 624-8772

Manager: Tracy Rowland

- Assisted store manager in all management duties.
- Set and tracked sales goals and trends using Microsoft Office applications (Excel and Word).
- Handled cash and processed bookkeeping paperwork for the store. Managed expense reports, pay-outs, and processed deposits.
- Hiring, training, and developing sales and visual team.
- Processed payroll, time-off requests, and scheduling.
- Standard clerical and operational duties such as filing, document processing, and conference calling.

Tommy Hilfiger

Reno, Nevada

October 2011- November 2012

Assistant Manager

Ph: (775) 358-5942

Manager: Carla Moscoso

- Assisted store manager and co-manager in all management duties.
- Set and tracked company goals using Microsoft Office.
- Scheduled interview and coached sales teams.
- Kept records for clientele.
- Scheduled and led project deadlines for visuals.
- Community service leader for charity events.
- Standard clerical and operational duties such as filing, document processing, and conference calling.

Ichiban Japanese Steak House

Reno, Nevada

May 2010- August 2012

Server and Bartender

Ph: (775) 323-5550

Manager: Constance Harker

Tuff Beanz Coffee

Reno, Nevada

Head Barista/Shop Lead

Shop Owner: Mick Daly

March 2010- October 2011

Ph: N/A (shop closed)

- Processed deposits and expense reports.
- Tracking and processing of inventory and orders through distributors.
- Managed social networking for location (Facebook, e-mail, etc)
- Scheduling and training team.

Suncoast

Reno, Nevada

Part-time Assistant Manager

Manager: Jitendra Modha

August 2009- August 2010

Ph: N/A (store closed)

Nicolas Law Offices

Manila, Philippines

Office Intern

Summer 2007 and Summer 2008

- Filing, document processing, and answering phones.
- Processing orders for office.
- Standard up-keep of front desk area.
- Reception

Old Navy

Reno, Nevada

Lead Associate (Cash Handler)

November 2006- March 2010

Additional Experience

Water for Kenya

January-May 2012

- Project leader of the Water for Kenya fundraiser.
- Organized and hosted Water for Kenya charity event at Whisky Bar.
- Creator of co-presentation for sexual health education in Kenya.
- Community networking for donations and sponsorships for events.

Independent

Summer 2009, 2010, 2011

- Traveled through low-income territories in Southeast Asia to work alongside rotary club members and private practice physicians for community outreach.
- Organized and led educational presentations for youth.

Languages: ability to communicate through some Spanish, fluent in Tagalog and English.

References available upon request