

# Nicolle Cuevas

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**Summary:** Detail-oriented IT student at Kean University with strong technical skills in Google Workspace, Microsoft Office, and programming. Experienced in office administration, translation, and project coordination. Bilingual in English and Spanish, with proven problem-solving, communication, and teamwork abilities.

## EDUCATION:

### Kean University

Union, New Jersey

BS. Information Technology - May 2026

Minor in Marketing

GPA: 3.59

## RELATED COURSES:

Research & Technology, Business and Professional Communication, Technical Writing, Principals of Management, Principals of Marketing, Internacional Management, IT Data Structures, Computer Programming, Digital Circuits and Systems, Web Client-Side Programming, Introduction to Unix/Linux, IT Database Management Systems.

## WORK EXPERIENCE:

### Office of Financial Aid-Kean University

September 2022-Present

#### Senior Student Worker

- Provide coverage of the front desk and phones and greet all callers and visitors in a courteous, polite, and professional manner.
- Answer basic questions and/or refer callers or visitors to the appropriate point of contact or resource.
- Respond to work-related emails and assist with replying to department email accounts.
- Coordinate the reception/desk area and maintain orderliness of all associated spaces.
- Assist with basic office administration and other work as needed: this may include maintaining spreadsheets, preparing reports, coordinating/gathering data, filing, copying, or scanning documents, etc.
- Assist with special projects and other assignments as required.
- Attend work-related orientations, trainings, workshops, and events as required.
- Translate conversations and documents (from English to Spanish and vice versa).

### Translator-Remote

September 2020- Present

- Bilingual, experienced translator.
- Accurately translate emails and documents from English to Spanish and vice versa.
- Translate high school lesson plans from English to Spanish.

### Kean Sports Business Club- The Throne Tournament

March 2024 – March 2024

#### Game-Day Operations Intern

- Manage front gate and hand out admission tickets.
- Work closely with staff, interns, players, and coaches to ensure stadium procedures are ready before game time.
- Assist with coordination and logistics of all game-day promotions and sponsor elements.
- Assist with setup and breakdown of game day equipment/materials.
- Assist with other interns and staff as needed.

Daycare Worker

- Monitor children in their daily activities.
- Assist with scheduling and routines.
- Assist children with their homework.
- Meal preparation and serving meals.
- Assist with child transportation.
- Met with parents and guardians to discuss the child's progress.
- Keep track of the children's actions and behavior.

**SKILLS AND QUALIFICATIONS:****Technical Skills**

- Research Experience: Conducted comprehensive research in social media topic.
- Fundamental Knowledge of Marketing and Management
- Design Skills: Created engaging flyers, posters, and logos using Canva.
- Photo and Video Editing: Edited and produced video content using Capcut, Inshot, VSCO.
- Proficient in Social Media Platforms and Mobile Applications.
- Microsoft Office Suite
- Google Drive
- Operating Systems: Proficient in iOS, macOS, and Windows environments.
- Programming Knowledge: Basic understanding of Java, HTML, and Python.

**Soft Skills**

- Proficient in English and Spanish
- Customer Service
- Strong Interpersonal and Communication Skills
- Effective Problem-Solving and Critical Thinking
- Organizational and Time Management Abilities
- Attention to Detail
- Teamwork and Collaboration
- Active Listening
- Fast Learner
- Computer Proficiency

**AWARDS**

- Dean's List- Kean University  
Fall 2022, Spring 2023, Fall 2023.
- Kean Honors Scholarship  
Merit Scholarship 2022-2026.