

Nicole Linnehan

490 Kings Highway, West Springfield, MA 01089
Cell: 413-455-5614 : maclizenterprise@yahoo.com

Career Overview

Excellent communication and computer skills; ability to work independently or as part of a team to meet project deadlines; multicultural awareness with a high level of adaptability.

Skill Highlights

- Energetic and organized
- Excellent communication skills
- Highly organized with superior attention to detail
- Critical thinker
- Microsoft Office, Excel, Access

Core Accomplishments

Operations

- Collaborated with Operations department and Repair floor to ensure smooth work flow and efficient organization operations.
- Accountable for some operations of busy office

Management Support:

- Ensured smooth operations by supporting executive team.

Research:

- Investigated and analyzed client complaints to identify and resolve issues.

Training

- Responsible for training new employees to ensure continued quality of customer service.
- *Reporting*
- Maintained status reports to provide management with updated information for client projects.

Professional Experience

Field Agent

August 2008 to March 2011

Precision Camera and Video Repair – Enfield, CT

Ordered all parts for the repair floor, estimated units for repair cost for customer, decided if units were repairable or not, handled several different processes for quality control and turn time.

Consistently praised by management for the quality and timeliness of reports, attention to detail, and team-player attitude.

Data Entry

February 2007 to August 2008

Precision Camera and Video Repair – Enfield, CT

Registered incoming units to be transferred to the repair floor

Bartender

July 2003 to October 2005

Tiebreakers Sports Bar – Southwick, MA

Maintained quality and friendly customer service, called in payroll, handled all banking transactions, closed and

opened the bar for other bartenders, performed inventory, and dealt with the distributors.

Education

Southwick Tolland Regional High School 2003

Southwick, MA, United States

General

High School Diploma

Keywords

Inventory, office supplies, type 85WPM, executive assistance, Microsoft Office, data entry.