**Nicole Hutchinson**

44 Graham Road

Broad Brook, CT, 06016

(860) 308-6894

**Email:** Nicole\_hutchinson1@hotmail.com

**Objective:** To pursue a career as a licensed therapist to impact the lives of individuals, children and families from a variety of backgrounds.

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**Education: Conard High School**

High School Diploma

June 2008

**Eastern Connecticut State University**

Major: Sociology

July 2008-Dec 2010

July 2012-Dec 2013

Graduation: Anticipated Dec. 2013

**Manchester Community College**

Major: Social Services

May 2011-May 2012

Graduation: Anticipated May 2012

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**Experience**:

* **Sonitrol –*Alarm Dispatcher*** Rocky Hill, CT (Feb 2011-Present)

Responsible for monitoring alarms, answering phones, providing clientele with assistance, utilizing customer service skills to manage critical situations as warranted

* **Eastern Connecticut State University** - ***Office Assistant*** Willimantic, CT (Spring 2010)

Responsible for general office duties in the residential life office including but not limited to: assisting students with their rooms, reporting broken items and arranging for their replacement, answering telephone queries, maintaining a log of supplies issued, posting advertisements, and decorating the dormitory for special events

* **Eastern Connecticut State University –** ***Secretary*** Willimantic, CT (Fall 2008-Spring 2009)

Responsible for clerical tasks for two student groups at Eastern including but not limited to: word processing meeting agendas and minutes, creating electronic folders for meeting documents, distributing documents via email and in paper copy to members, creating a “contact tree” for members of the individual groups

* **Wynkin Blinkin & Nod** - ***Daycare Assistant*** West Hartford, CT (volunteered 2006; Summer 2007 - 2009)

Responsible for the care of children ranging in age from infant to preschool age, assisting in the preparation of activities for all children, and running learning centers for preschoolers, supervised during outdoor play and fieldtrips, maintained daily contact with parents, completion of daily care logs, assisted during meal time, setting up and cleaning area to facility standards, provided clerical support in the office as needed

* **Wolcott Elementary School** - ***Mentor*** West Hartford, CT (Fall 2006)

Responsible for providing students with homework support, enrichment activities and structured

opportunities for play through modeling games and teambuilding activities

* **Woman Leadership** **Program YMCA** – Hartford, CT (Summer 2005 – Summer 2006)

Participated in community outreach projects such as volunteering during holiday season, planting vegetables in the community garden, and serving food to the homeless and needy

**Skills:**

Proficientin the use of Microsoft Office Suite

Adept at filing, copying, faxing, answering telephones and multitasking

**References Available upon Request**