Nicole Pabe

343 Charter Oak St, Manchester, CT, 06040

860-327-2958

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Education

**Fox Institute of Business 2010-2011**

Legal Office Assistant

Courses: Legal Terminology, Legal Document Preparation, College Accounting, Office Procedures, Integrated Office Skills, Keyboarding, Introduction to Law, Microsoft Office 1 & 2, PowerPoint, Excel, Access, Communications.

Vernon Regional Adult Education- 2008-2009- Achieved High School Diploma

Experience

Buyers Assistant-2011-present

* Taking photographs of cars
* Optioning all vehicles for features
* Assisting with setup of auction
* Assisting all Buyers

Head Cashier- 2010-2011

Big Y (West Hartford, CT)

* Accounting for all of the money located in the master register
* Answering all cashier needs and questions
* Manage the entire Front End
* Handle all costumer needs/complaints, in person or by telephone, including maintaining costumer information databases.

Assistant Manger- 2010- Seasonal

Spirit Halloween (Wethersfield, Ct)

* Supervised employees, managed the store, and initially built/stocked the store
* Handled all costumer service needs, refunds and exchanges.

Head Cashier- 2009-2009

Forever 21 (Buckland Hills Mall, Manchester, CT)

* Counted all the registers
* Assigned Positions to employees
* Handled all refunds and returns
* Cashier duties

Shift Manager Trainee-2008-2009

Taco Bell (1524 Pleasant Valley Rd, Manchester, ct)

* Secured and counted the safe and registers daily
* Interviewed, hired, and trained new employees
* Assigned daily positions for all employees, and assigned new hires with appropriate crew trainers
* Opened the Store
* Handled all costumer service needs

**Skills**

* Word, Excel, PowerPoint, Access, Basic Knowledge of Accounting and Legal Terminology
* Excellent Oral and written communication skills,
* Strong work ethic, well organized, detailed oriented
* 70 WPM typed