Nichole Stewart

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**Objective:** To obtain a position in Human Services

**Skills Profile:**

Microsoft Office XP, Word, Excel, PowerPoint, Typing (50 wpm)

**Employment History**

KeyStone Human Services, (Per Diem) Community Mentor09/2011-Present *Farmington, CT*

* Provide excellent service consistent with agency culture, mission and values.
* Perform job duties in accordance with agency policy, State regulations, Federal, State and Local laws.
* Be familiar with the youth supported, learn history, actively listen and respond to needs, help them differentiate between helpful and hurtful choices.

Ultimate Staffing Agency, (Temporary Agency Placement) Receptionist 8/2011-Present *Hartford*, CT

* Cataloged guests or outside vendor’s arrival to meet with their appropriate contacts within the bank.
* Recorded and distributed personal mail and packages to the appropriate department.
* Scheduled/confirmed conference meetings in accordance with the upcoming schedules.

Duncaster, (Per Diem) Receptionist07/2011-Present *Bloomfield, CT*

* Served as first point of contact for residents and guests visiting the aquatic and fitness center office.
* Demonstrated proficiencies in telephone and front-desk reception within a high-volume environment.
* Excelled in role requiring the ability to handle a variety of customer service and administrative tasks and resolve resident issues with expediency.

Cicchiello & Cicchiello, File Clerk 05/2009 — 09/2009 *Hartford, CT*

* Performed general office duties such as typing, operating office machines, and sorting mail.
* Structured information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
* Administered new material to file records, and create new records as necessary.

Subway, Server/Cashier 03/2009 — 10/2009 *Hartford, CT*

* Prepared and assisted customers with each purchase.
* Worked with a team of associates to reach consumer demands.
* Maintained a clean and sterile appearance according to the company policy.

MHIS, Receptionist 6/2006 — 10/2006 *Hartford, CT*

* Answered and transferred telephone calls in addition to resolving customer inquiries.
* Supervised and performed complex clerical duties.
* Responsible for the overall ethics decision adhering to policies and procedures.

**Education**

2012-Present Charter Oak State CollegeMajor New Britain, CT

Degree in progress: Bachelors of Arts in Individualized Studies

2007-2008                      *Keiser University* Port Saint Lucie, FL

Associates of Arts in Criminal Justice