

NIKOLETTE PETTEWAY

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EDUCATION

SUNY Maritime College (Bronx, NY) ————— September 2025

- Standards of Training, Certification and Watchkeeping (STCW) Basic Safety Training - Personal Survival Techniques, Fire Prevention & Firefighting, First Aid/CPR/AED, Personal Safety & Social Responsibilities (PSSR); valid 2025–2030
- Transportation Worker Identification Credential (TWIC)

New Jersey Institute of Technology (Newark, NJ) ————— September 2018- December 2020

Business & Information Systems (B.S.) – Coursework Completed

EXPERIENCE

Maritime

Manhattan Yacht Club (Jersey City, NJ) ————— May 2025- Present

Deckhand Mate AL- Seasonal

Sea The City (Jersey City, NJ) ————— August 2021- September 2022

Jet Ski Tour Guide/ Hot-Tub Boat Deckhand

Safely operate and support vessels in the New York Harbor, assisting with navigation, docking, line handling, and maintaining strict safety and environmental compliance in high-traffic marine environments. Serves as an emergency response team member under STCW standards, supporting drills, man-overboard procedures, and assisting engineers with routine vessel checks and operations. Delivers professional guest service while managing onboard technical systems, safety briefings, and operational support to ensure smooth, secure, and efficient daily yacht operations.

Luxury Hospitality & Fine Dining

Lifetime Fitness (Berkeley Heights, NJ) ————— January 2023- October 2025

Membership Concierge; Stretch Specialist II

Trump National Golf Club (Bedminster, NJ) ————— November 2023- November 2024

Golf Club Server- Seasonal; Stretch Specialist- Independent Contract

Stone House (Warren, NJ) ————— January 2020- November 2021

Lead Server/ Wine Steward

Deliver exceptional, personalized service in luxury club and fine-dining environments by anticipating guest needs, managing preferences, and creating elevated, memorable experiences. Demonstrates expert product and service knowledge, including food, beverage, wine, wellness, and club offerings, while efficiently handling reservations, transactions, and member accounts. Led and supported service teams through pre-shift coordination, client relationship management, and operational excellence to ensure seamless, high-quality guest experiences.

Corporate Operations & Internships

Wonder (New York, NY- Remote) ————— December 2021- January 2023

Partnership Support Agent

Celgene Corporation (Summit, NJ) ————— June 2019- December 2019

Informatics & Predictive Sciences Intern

Provide cross-functional support to legal, digital communications, and business development teams by analyzing data, reviewing partnership contracts, and preparing budget and performance reports to support strategic decision-making. Streamline partner operations by developing standard operating procedures that improved partner satisfaction and operational efficiency. Demonstrate strong problem-solving, organization, and communication skills while supporting data-driven reporting and maintaining trusted relationships with global partners.

Computer Skills:

- Technical: HTML5, CSS, PHP, Python, SEO
- Operating Systems: macOS, Windows, Linux, iOS
- Creative: Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects, XD), Elementor Pro
- Business Tools: Google Workspace, Microsoft Office 365, Zendesk, Slack, Workday, QuickBooks

Professional Attributes:

Highly reliable, punctual, safety-conscious, and trusted in high-responsibility environments requiring discretion and professionalism.