

# 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.