

# NICOLE VERHULP

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☎ 650.465.9129

📍 Palo Alto, CA

🌐 [LinkedIn](#)

## EDUCATION

Bachelor of Arts  
Psychology & Political Science  
**University of California, Davis**

📅 June 2022

📍 Davis, CA

Associate in Arts  
Psychology  
**Foothill College**

📅 June 2020

📍 Los Altos, CA

### Awards

- Graduated with Honors

## SKILLS

### Technical

- Microsoft Office Suite
- Google Suite
- Social Media Apps
- HTML & CSS

### Personal

- Attention to Detail
- Strong Organizational Skills
- Adaptability
- Proactive Problem Solver
- Good Listener

## WORK EXPERIENCE

### Intern - Health Screener

#### Healthier Kids Foundation

📅 May 2021 - September 2021

📍 San Jose, CA

- Supported dental, hearing, and vision screenings at childcare centers and preschools in Santa Clara County.
- Provided administrative support for processing screening results and distributing them to the locations.
- Created and assembled dental hygiene and education kits for community outreach events.
- Certified in Health Insurance Portability and Accountability Act (HIPAA).

### Intern - Grants and Administration

#### Morgan Family Foundation

📅 January 2021 - April 2021

📍 Los Altos, CA

- Provided administrative and grants management support as directed by the Director of Grants Management.
- Catalogued archives of legacy work of one of the founders, a former California State Senator.
- Processed inventory and distribution of "Applied Wisdom for the Nonprofit Sector," a nonprofit management and leadership book written by Jim Morgan, former Chairman and CEO of Applied Materials, Inc.

### Intern - Real Estate Sales

#### Keller Williams Realty

📅 May 2019 - September 2020

📍 Palo Alto, CA

- Created marketing print and digital materials to market single family and multi-family homes, including photography, layout and writing.
- Supported realtor with open houses and showings of homes for sale or rent.
- Managed direct market mailings to over 1000 households.

### Administrative Assistant

#### Merna Tajaddod Orthodontics

📅 April 2019 - October 2019

📍 Palo Alto, CA

- Assisted with billing and insurance claims.
- Created PowerPoint presentations for the orthodontist to use for meetings and conferences.
- Provided administrative and tech support as needed.

## VOLUNTEER ACTIVITIES

- Meals on Wheels
- Sunnyvale Community Services
- Knit blankets to donate to hospice and children's organizations


## MEMBERSHIPS

- Phi Sigma Pi Honor Fraternity
- National Society of Leadership and Success

## Educator

### Lulelemon

 September 2018 - May 2019

 Stanford, CA

- Received and processed stock received from warehouse: unpacking, counting, tagging as required, folding, sizing and placing on the floor, with overflow stock in back room and stored areas.
- Provided guests with excellent on-floor assistance educating guests on products, selection and availability.