

Nicole M. Black

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EDUCATION: University of California, Berkeley; Berkeley, CA

Expected graduation May 2017

- Cognitive Science major, intended Computer Science minor
- Member of Alpha Delta Pi sorority, camp counselor for Camp Kesem, member of Cognitive Science Student Association and FEM Tech

Helix Charter High School; San Diego, CA

Graduated June 2013- 4.45 GPA

- Participated for four years in marching band, wind symphony, jazz band, and drumline
- Vice President of National Honor Society, founding member of Mentoring Program

EXPERIENCE: UC Berkeley Haas Media Services, San Diego, CA

Media Technician (September 2015-)

- Assist Haas professors and MBA students with classroom technical equipment
- Professionally film evening and weekend MBA classes

Amity Institute, San Diego, CA

Exchange Teacher Program Assistant (June 2015-August 2015)

- Maintained a successful relationship with around 130 international teachers seeking work in the United States, and around 30 schools and school districts around the United States
- Processed visa application paperwork for each teacher, handing sensitive documents such as licenses, bank statements, and criminal background histories
- Worked extensively with Microsoft Access, Microsoft Excel, and Publisher

Beach Party Team: University College Utrecht, Utrecht, The Netherlands

Secretary, Graphic Design, Marketing (January 2015-May 2015)

- Negotiated with a venue to not have to pay rental fees
- Negotiated with a local, popular DJ to play a gig at a low cost
- Reached out to student body and other local university students in person as well as on social media, through Facebook and Instagram
- Created flyers, posters, and various promotional items for the event through Photoshop
- Kept organized, stylish, and detailed meeting notes highlighting important dates, goals, and achievements

FocusCo: University College Utrecht, Utrecht, The Netherlands

Event Photographer (January 2015-May 2015)

- Photographed various events for the school throughout the semester, including alumni events, committee events, school functions, etc

Northside Café, Berkeley, CA

Barista (June 2014-August 2014)

- Prepared espresso-based drinks and served food for guests
- Maintained cleanliness of café and surrounding areas
- Provided fast, accurate service and maintained a positive atmosphere

UC Berkeley Summer Bridge, Berkeley, CA

Math Tutor (June 2014-August 2014)

- Tutored pre-calculus and college algebra for Summer Bridge students
- Helped transition incoming freshmen from high school math to college math

SKILLS PROFILE:

- Intermediate in Python, Java, HTML, CSS, Photoshop, Lightroom,
- Learning JavaScript, MySQL, PHP
- Proficient with Sony camera equipment
- Self-disciplined, organized, problem-solver, people person