

Nicole D. Solar

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OBJECTIVE

Full/Part-time employment to enhance, create and challenge my existing marketing, communications, and public relation skills, while experiencing success and advancement throughout my professional and educational career.

SKILLS PROFILE

- Customer-relations background
- Proficient with MS Suite, QuickBooks and Internet
- Organizational skills

EDUCATION

Arizona State University

Bachelor of Interdisciplinary Studies Business/Communications GPA 2.5

Expected Graduation Date: 2011

Paradise Valley Community College

Associates Degree 2008

EMPLOYMENT HISTORY

Home Coordinator 2008-Present

Solar Technical Solutions 2008-Present

Fiesta Bowl Team Services 2007-2008
Scottsdale, AZ

- Communications with college athletic departments
- Booking practice facilities and build informational manuals for band/cheer
- Build strong relationships with volunteers, university athletic department and bands

Grilled Expedition Server/Cocktail 2004-2007
Phoenix, AZ

- Create an atmosphere that goes beyond customers expectations
- Build strong relationships with customers
- Communication between many different aspects of the restaurant
- Respectful phone and customer skills

Wells Fargo Bank Teller 2005-2006
Phoenix, AZ

- Build strong relationships with business owners and customers
- Money management between customers and employees
- Computer skills, knowledge of number keys and researching methods
- Many awards for customer relation skills and meeting or exceeding monthly goals

ACTIVITIES

Horses Help 2007-2008

Assist special needs children in education and happiness through horse therapy