

Nichole Carmichael

309 W Baseline Rd

Lafayette CO 80026

Phone: 303-875-9717

Email: Nichole.J.Carmichael@gmail.com

OBJECTIVE

A friendly and outgoing professional looking for a receptionist position. Offering exceptional communication and organizational, experience in front office management to coordinate smooth operations of company.

QUALIFICATIONS

I have over 3 years of managerial experience, self motivated as well as excellent communication and organizational skills that I have developed through my over 10 years of customer service/receptionist experience.

EDUCATION

2003 Associates Degree, Massage Therapy, Heritage College-Denver CO

2001 High School Diploma, Centaurus High School-Lafayette CO

EMPLOYMENT

Jan2014-Current

Massage Therapist, Symmetry

Oct2013-Jan2014

Massage Therapist, Finishing Touch Spa

- Swedish, Hot Stone, Deep Muscle, Neuromuscular

Jan2012-Jan2014

Tour Guide, Celestial Seasonings

- Tour Center Reception
- Give Tours of Tea Factory

April2011-Aug 2011

Front End Manager, La Patisserie Francaise

- Assist the Owner with daily operations of Bakery
- Over see all front end employees
- Over see all customer service
- Assist with weekly inventory and ordering of needed supplies/labor

Oct2009-April2011

Catering Supervisor, Sodexo

- Assist the Catering Director with daily operations of catering
- Over see employees and catered events
- Create contracts for clients for catered events
- Assist with weekly inventory and ordering of needed supplies/labor

April2008-Oct2009

Receptionist/Teller, US Bank Corp

- Receptionist, Deposits/Withdrawals, Customer Retention

Jan2007-April2008

General Manager, Costa Vida Mexican Grill

- Over see hiring of crew members
- Supervise restaurant crew to enable profitability
- Manage food and labor metrics to ensure profitability
- Marketing of restaurant

Jan2003-April2005

Receptionist/Teller, First Main Street Bank

- Receptionist, Deposits/Withdrawals, Customer Retention

Aug2001-Jan2003

Guest Services, Target Corp

- Guest services (returns)/Cashier/Floor Attendant

VOLUNTEER SERVICE

May2005-Dec2006

Volunteer Rep, Church of Jesus Christ of Latter-day Saints

- Training of other Reps
- Teaching English/Community Service