

# Nicholas Anema

Fort Collins, CO 80526

[nicholasanema8\\_dne@indeedemail.com](mailto:nicholasanema8_dne@indeedemail.com)

(321)-696-4331

I am a college graduate, itching to make a mark on the world. With a B.A. in English along with TEFL certification obtained in Florence, Italy, I have an excellent command of the English language along with subsequent exemplary writing skills which I hope to utilize.

Authorized to work in the US for any employer

## Work Experience

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### **Cook**

NEW MERCER COMMONS - Fort Collins, CO

January 2020 to March 2021

-Preparing food for residents, washing dishes, cleaning the kitchen

### **Night Auditor**

CANDLEWOOD SUITES - Fort Collins, CO

March 2018 to November 2019

-Greeting and checking in hotel guests, helping out with guest complaints and general customer service, night security, janitorial duties, preparing the night audit and all the subsequent reports, and rolling the business day over.

### **Loader**

LOWE'S - Fern Park, FL

March 2012 to May 2012

-Cart returns, customer service, loading heavy items into customer's cars, cleaning the premises, occasional cashier.

### **Volunteer**

PICNIC PROJECT - Sanford, FL

April 2011 to October 2011

-Helping feeding the homeless.

### **Administrative Assistant**

JAISEN STANGO - Orlando, FL

January 2011 to August 2011

researching public files, verifying accuracy of eviction notice filings, creating letters, mailings, and answering incoming phones.

-Researching public files, verifying accuracy of eviction notice filings, marketing communications, creating letters, mailings, keeping and organizing files, and answering incoming phones.

## Education

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### **Bachelor of Arts in English**

FLORIDA ATLANTIC UNIVERSITY - Boca Raton, FL  
January 2015 to December 2017

### **Associate of Arts**

SEMINOLE STATE COLLEGE - Sanford, FL  
January 2012 to December 2014

### **Diploma**

TIMBER CREEK HIGH SCHOOL - Orlando, FL  
August 2005 to May 2009

## Skills

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- Thorough knowledge of Microsoft Office
- 88 wpm typing speed
- Excellent customer service skills
- Custodial Experience
- Night Audit
- English
- Writing Skills