

Nicole Lewis May

Executive Assistant/Administrative Assistant

Salt Lake City, UT 84108

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Experienced Executive/Administrative Assistant with a background in Hospitality, Special Education, Real Estate, Local Community Television, Human Resources, and I currently work as Executive Assistant to the Chief of Engineering. I am hardworking with excellent interpersonal skills, customer service, and office support skills.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Executive Assistant

Westgate Resorts - Park City, UT

December 2020 to Present

I have been employed at Westgate Resort and Spa in Park City, Utah for a little over a year now. In recent, many hats have been worn. My duties include weekly financial reports for our department, keeping track of guest maintenance requests, inventory, technician and mechanical ordering, inventory part orders, billing, submitting invoices into Fusion for payment, contacting vendors, creating requisitions, and as of late, training in Oracle Fusion.

Food and Beverage/ Front of House

Victory Ranch - Kamas, UT

December 2018 to Present

Assist in all special events for our members and their guests. Served our members and their guests in our fine dining restaurant on property, ensuring that they had the best experience possible. Assisted in other departments where help was needed.

Executive Assistant

Riverhorse on Main - Park City, UT

December 2019 to March 2020

Daily Sales Reports, Daily Food Cost, Product Reconciling, and other HR needs

Executive Assistant to the President and CEO

Welzien Bowers CPAS - Park City, UT

June 2019 to October 2019

General office organization, data entry, scanning, filing, management of Quickbooks for several clients, payroll, accounts payable/receivable, managing Outlook calendars, banking for several clients and office supply management.

Executive Assistant

Park City Television - Park City, UT

October 2017 to January 2019

- Sales
- Traffic Log
- Cameras
- Production
- Sundance Production and Assistance
- Editing
- Tape and Ship booking
- YouTube Editing
- Organizing Staff Meetings and Staff parties

Special Education Assistant Teacher

Park City School District - Park City, UT

August 2013 to September 2016

Assisted in the day to day activities in the Special Education classroom. Created activities and lessons that were appropriate for the academic levels of each individual child.

Education

Certified Nurses Assistant in Nursing

ccCNA - Salt Lake City, UT

January 2020 to February 2020

Associate in Elementary Education

University of San Francisco - San Francisco, CA

August 1985 to May 1987

Skills

- Real Estate
- Executive Administrative
- Quickbooks
- Executive Secretary
- Executive Administrative Assistant
- Excel
- Sales
- Office Management
- Outlook
- Event Planning
- Filing
- Microsoft Office
- Receptionist
- Accounts Payable
- Data Entry

- Scheduling
- Word (8 years)
- Photoshop
- Google Docs
- Human Resources
- Billing
- Organizational Skills
- Marketing
- Payroll
- Microsoft Word
- MS Office
- accounting
- QuickBooks
- Microsoft Excel
- Accounts Receivable
- Calendar Management
- Classroom Management
- Personal Assistant Experience
- Special Education
- Teaching
- Bookkeeping
- Writing Skills
- Research
- Customer Service
- English
- Restaurant Experience
- Preschool experience
- Childcare
- Early Childhood Education
- Toddler Care
- Microsoft Powerpoint
- Serving
- Computer literacy
- Administrative experience
- Experience with Children
- Oracle Fusion
- Google Suite
- Project Management
- Training & Development
- Purchasing

- Infant Care

Links

<http://linkedin.com/in/nicole-m-92682234>

Awards

6860 Award-Employee of the Month

July 2021

Certifications and Licenses

Real Estate License

January 2010 to January 2013

New York Real Estate License

Teaching Certification

Assessments

Customer Service Skills — Proficient

February 2019

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [Proficient](#)

Administrative Assistant/Receptionist — Highly Proficient

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Verbal Communication — Proficient

March 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: [Proficient](#)

Work Style: Reliability — Completed

April 2020

Tendency to be dependable and come to work

Full results: [Completed](#)

Working with MS Word Documents (Intermediate) — Proficient

January 2019

Measures a candidate's knowledge of intermediate Microsoft Word techniques including the use of formatting, Track Changes, and Comments.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Core Qualities

Enthusiasm

Perseverance

Adaptability

Administrative and Organizational Skills

Excellent communication and listening skills

Punctual and reliable

Is able to work with little to no guidance

Self starter

Will go above and beyond what is expected