

NICOLE LARTEY

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Professional Summary

Professional Summary

Leadership

Organizational and Interpersonal skills that translates in all work activities. Learning and growing with the team, problem solving and fast-paced work environment that secures a collaborative effort between team members and a high regard of respect in the working environment and balancing culture.

Strengths: Team work, Attention to detail, Multitasking, Problem solving, Indesign, Microsoft office, Organizational and Interpersonal skills.

Skills

- WRITTEN AND ORAL SKILLS
- RECRUITMENT
- ADVERTISING
- SOCIAL MEDIA PLAN
- ACTIVE LISTENING
- INDESIGN
- TEAM WORK/ LEADERSHIP
- FOCUS GROUP
- TIME MANAGEMENT
- PUBLIC SPEAKING
- ADAPTABILITY
- EVENT PLANNING
- CUSTOMER SERVICE ORIENTED
- NETWORKING
- ORGANIZATIONAL SKILLS
- DECISION MAKING
- ADOBE ILLUSTRATOR
- SELF-MOTIVATED
- NEWS REPORTING
- MICROSOFT WORD
- PROBLEM SOLVING

Experience

Customer Service Representative 07/2020 to Current
Tailored Brands Inc. – Houston, Texas

- As the corporate office we communicate with customers about the

Men's Wearhouse, Joseph. A. Bank and Moores offerings, including policies, restrictions and refund policies.

- Recommended optimal merchandise based on customer needs and desires. Educated customers on product and service offerings.
- Provided excellent service and attention to customers through phone conversations.
- Delivered rentals to customer locations navigating through the required systems and communicating with the distribution centers.
- Improved customer satisfaction by finding creative solutions to problems.
- Improved operations by working with team members and customers to find workable solutions.

Sales Consultant

04/2020 to Current

Office Depot Office Max – Houston, TX

- Store Inventory and Logistics/Sales floor: Working on fill reports and adjusting store prices on items and products.
- Assisting customers with printing, copying, scanning, laminations, designs.
- Register: Checking out customers and answering any questions or concerns they may have.

Tutor

10/2019 to Current

- Course Hero Online Helping tutor students online as a part-time job.

Peer Mentor and Eagle Leader

08/2019 to 12/2019

Chadron State College – Chadron, NE

- Working with incoming freshmen and helping them adjust to college life by working one on one with them.

Call Center Representative

11/2018 to 12/2019

Chadron State College – Chadron, Nebraska

Skills Experience

- Answering and directing phone calls.
- Filing incoming high school transcripts for college prospects.
- Folding and distribution of letters and postcards.

Chadron State Eagle Newspaper Reporter, Chadron State College –

Chadron, NE

- Writing stories for the college newspaper.
- Taking photos around campus for the paper feature.

Front desk

10/2016 to 12/2019

Chadron State College – Chadron, NE

- Selling tickets and checking guests in.
- Will call: Greeting players family and checking them in.
- Greeting guests and ensuring security and comfort., Overseeing and securing campus halls and dormitories.

Vice President

03/2018 to 05/2019

Chadron State College – Chadron, NE

- Coordination of club events or activities and other matters arising.

Recruitment Assistant

11/2018 to 04/2019

Chadron State College – Chadron, NE

- Community service at the college.
- Recruiting volunteers and supervisors.

Education

Bachelor's: Communications

Chadron State College - Chadron , NE

Bachelor of Arts: Communications

Public Relations And Journalism)

Certifications
