

Nicole G Manina
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Hello! My name is Nicole Manina, I am currently a student at Notre Dame de Namur University in Belmont looking for part time work in the Bay Area. The majority of my work experience has consisted of extensive customer service, administrative work, and dispatching. I enjoy a fast paced environment, work well under pressure, and can guarantee professionalism when seeing to all job responsibilities. My availability is Tuesday and Thursday, all day, as well as Friday and Saturday evenings. Please feel free to contact me directly via email or cell phone. Thanks for your time and consideration, and I look forward to hearing from you.

- Experience:

- **D&M Towing** in Burlingame, CA (\$16) // **June 08 – present**// Lead Dispatcher & Office Manager// My job responsibilities include: answering multiple phone lines, dispatching for over nine road clubs to our staff of fifteen drivers, helping people at the front window (vehicle releases, car sales, and basic customer service), working one on one with Auto Insurance Companies, Police Departments, Repo Company's, and Salvage Company's. I also handle all computer work and data entry (emails, Microsoft Word and Excel, Quickbooks, Powerpoint), as well as filing, organizing, and general office cleaning. One of my major responsibilities with this company is in regards to private property accounts (towing illegally parked cars from private properties), and general office/administrative work. ***currently employed, please do not contact***

- **Atmosphere Nightclub** in San Francisco, CA (\$10) // Sept 10 - December 10// Coat Check // This was a very fast paced environment which required my full attention during the entire shift. I worked extensively with customers, handled cash and the register,

organized jackets, distributed and kept track of tickets, as well as minor cleaning and paperwork.

- **Best Bay Locksmith** in Daly City, CA (\$12) // Nov 09 – Sept 10// Lead Dispatcher and Administrative Assistant// Job responsibilities: answering all the offices incoming phone calls, dispatching jobs to Technicians, computer work and data entry (emails, Microsoft Word and Excel, Quickbooks), customer service, filing, cleaning, organizing, handling accounts, and general office/administrative work.

- **SMA Airport Parking** in San Bruno, CA (\$12) // March 2007-June 2008// Dispatcher and Lot Attendant// Job responsibilities: answering all incoming calls, dispatching shuttle drivers to SFO for customer pickups, register, filing, deposits, and customer service.

- Education:

- Notre Dame De Namur University, Belmont – Senior // English Major
- Mercy High School San Francisco- Italian Catholic Federation \$1000 scholarship winner. Two years varsity soccer goalie. Two years All League, Two years most inspirational. Team captain. Corresponding Secretary for student council. Four years home room representative. Retreat team president.
- Our Lady of Mercy Grammar School- Eight years attended. Basketball and volleyball for five years. Cheer leading two years, as well as ecology representative for a year.

- References

Dan Bagon – Owner Best Bay Locksmith – [\(415\) 424-9919](tel:4154249919)

Brice Guldbeck – Office Manager SMA Airport Parking – [\(415\)583-5877](tel:4155835877)

Dr. Marc Wolterbeek – University Advisor – email: mwolterbeek@ndnu.edu

Mike Cordero – Co Worker at D&M Towing – [\(650\) 834-3033](tel:6508343033)