

# **Nicholas J Seiler**

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**OBJECTIVE:** To obtain employment in a professional setting in which I would have the opportunity to advance to higher levels of responsibility.

## **HIGHLIGHTS OF QUALIFICATIONS:**

- Honest, responsible and hard working
- Well-organized, self-motivated, detail-oriented person, excellent communication skills.
- Work cooperatively and effectively as a member of a team.
- Outgoing happy personality, always ready to help customer or co-worker

## **OTHER SKILLS:**

- Microsoft Office Professional (Excel, Word, Power Point, and the Internet)
- Familiar with Adobe Acrobat
- Type 50 WPM accurately
- 10 key touch
- Advanced knowledge in office equipment (fax machine, copier, printing, scanning,)
- Multi-line phone system

## **EXPERIENCE:**

### **FLS Danville, CA**

**June 2011 - April 2014**

- Apprentice – Driver, Material Handler, cut and trimmed base, carpet and wood flooring. Pack and unpack trucks, rotate carpet in warehouse, prep the carpet rolls, clean and organize new inventory in the warehouse and be of service to whatever was needed.

### **Bridges Restaurant**

**September 2011 - February 2014**

- Server
- Greet clients with the specials, get drink orders, course out meals (timing is everything). Replenish drinks and bread thru out their meal, responsible for an average of 7 tables per shift. Recognized as one of the top employees for my excellent customer service skills.

### **Costco Wholesale. Roseville CA**

**August 2008 - April 2011**

- Customer Service Rep.
- Assist customers with any questions that they might have. Cash Register, Food Court, Bakery, Store Credits, Price Changes and adjustments. Resolve Customer concerns. Replenish the food court throughout the day as well as opening and at closing procedures. Answer incoming customer phone calls and transfer if needed to. Also worked in other Depts. Whenever needed as I was cross-trained in all areas.

### **Union Gospel Mission**

**January 2008- June 2008**

- Volunteer
- Volunteer in all areas that are needed. Closing closet, soup kitchen, laundry, mail room, greet donors with there items they were donating, write tax write off receipts, greet customers as well as any person that was coming in because they were in need of assistance.

**EDUCATION:** San Ramon Valley School Graduate with 3.0

**Aug 2003 -June 2007**