

Nicole F. King
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EDUCATION

South Lakes High School -- Reston, VA September 2007 - June 2011

Northern Virginia Community College -- Sterling, VA Spring 2012 - Spring 2014
Associate Degree in Liberal Arts

George Mason University -- Fairfax, VA Fall 2014 - Present
Expected Date of graduation -- December 2016

EXPERIENCE

CVS/Health -- Reston, VA June 2014 - Present

Front Clerk/Cashier

- Maintain check-out area and front store
- Assist customers
- Operate register
- Process photo orders
- Answer phone, direct phone calls

United States Postal Service -- Dulles, VA December 2012 - January 2013

Casual Mail Handler

- Processed various types of mail using automated equipment and manual sortation processes.

South Lakes High School -- Reston, VA October 2010 - June 2011

Volunteer Office Aid

- Delivered messages to classrooms and other offices.
- Gave new students a tour of the school and showed them to their locker and their classes.

SKILLS

- Exceptional listening and writing skills
- Dependable Team Player
- Good organizational skills
- Quick learner
- Computer Skills: Microsoft Word, PowerPoint, and Excel
- Flexible, hardworking, and reliable