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|  | Nicole Sanchez  4239 Montano Avenue Spring Hill, FL 34609  (352) 835-9864  nicolesanchez512@yahoo.com |
| eDUCATION | **Saint Leo University, Class of 2022**   * *August 21, 2018 – Present* * Anticipated Major: English: Professional Writing   **Pasco Hernando State College**   * Dual Enrollment student * GPA: 3.6 * Passed English Composition I and II at my high school with a “B”. Took three classes each semester at PHSC maintaining both “A’s” and “B’s”.   **F.W Springstead High School, Class of 2018**   * GPA: 3.6 * Took most honors classes and maintained honor roll. Passed AP European History with a “B” and scored a 3 on the exam. |
| wORK Experience | **Student Assistant**   * *Saint Leo University Language Studies and Arts Department, Saint Leo, FL* * *Current Job* * Responsible for assisting the chair, associate chair, and the coordinator of the Language Studies and Arts Department with any tasks and specifically developing promotional items for the programs within the department.   **Student Worker**   * *Saint Leo University Undergraduate Admissions, Saint Leo, FL* * *August 2018 – February 2019* * Responsible for running the front desk where I answered and made phone calls to future student’s, I also took future students on a tour of the campus, sent emails to students about events, and helped my supervisors with any other tasks they may have needed help with.   **Hostess**   * *Susie’s Grill, Spring Hill, FL* * *September 2016 – April 2017* * Responsible for answering phone calls, taking to-go orders, seating customers, prepping to-go orders, and running the cash register. |
| iNTERESTS AND ACTIVITIES | * Member of Sigma Tau Delta. * Intern at the Lion’s Pride Media Group   + Responsible for making up posts and posting on the different platforms * A part of the National Society of High School Scholars. * Volunteered at the March of Dimes. * Helped at the West Hernando Branch Library during my spare time.   + Responsible for making phone calls to inform the customer that their book/movie has arrived and organizing the shelves by genre and in alphabetical order. |
| sKILLS | * Creative and can think critically. Can work efficiently in a team or independently. Work is always presented confidently and on time in a detailed and organized manor. Efficient in Microsoft Word, Excel, and Access. Flexible and motivated to bettering each company I work for. |
| References | Roseann L Barile  [barile\_r@hcsb.k12.fl.usanytime](mailto:barile_r@hcsb.k12.fl.usanytime)  Mimi McLeod  [mcleod\_m@hcsb.k12.fl.us](mailto:mcleod_m@hcsb.k12.fl.us) |