

NICOLE A. SALDAÑA

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EDUCATION

2012-Present California State University: Monterey Bay Seaside, CA
2013-2014 Chuo University (*Student Exchange*) Hino-City, Tokyo
2010-2012 Holy Names University Oakland, CA

Degree [Expected Spring 2015]:

- Bachelors of Science in Business Management and International Business
- Bachelors of Arts in Japanese Language and Culture

OBJECTIVE

To Find A Job in International Business

EXPERIENCE

[06/14-08/14] CafeLiz Chat Cafe Ikebukuro, Tokyo
Hostess

- Engaged conversations with customers, encouraged speaking abilities of non-native English speakers
- Translated phrases into Japanese if customers needed more explanation

[7/12 – 08-13] Sherman's Apohecery Pharmacy Salinas, Ca
Clerical/ Cashier

- Managed receiving inventory, inputting data into computer system
- Maintained customer prescriptions, hard copys to match computer
- Interpreted for Spanish-speaking customers
- Sold store items through the cashier front

[04/11-5/11 & 01/12-06/12] Holy Names University Oakland, CA
Federal Work Study: Payroll Assistant

- Organized financial paperwork including: universities payroll deposits, income statements, statement closing balances
- Clarified payroll checks, numbers matched both check and timesheets
- Inputed financial data using Microsoft Excel

[10/11-05/12] Holy Names University Oakland, CA
Federal Work Study: Campus Ministry Administrative Assistant

- Created folders and sorted paperwork
- Collaborated with Supervisor to set up/hold mass/ cleanup

SKILLS

- Fluent in English, Spanish; Intermediate in Japanese
- Proficient in Microsoft Word, Excel, and Powerpoint
- Demonstrated problem solver skills
- Adapts quickly to new environments
- Effective in using all resources possible

