

Nicole Marinelli

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EDUCATION

Bachelor of Arts

University of Connecticut, Stamford, CT (Expected Graduation date) May 2018

Major: Digital Media Design

Associates of Science

Norwalk Community College, Norwalk, CT

Major: Mass Communications & Film Production

Related Courses:

Public Speaking, Journalism, Applications & Software and American Film Heritage, Digital Media Development

EXPERIENCE

RXSPEED

Marketing Coordinator

June 2017 – Present

CHELSEA PIERS

Membership Advisor/ Sales

August 2016 – September 2017

- Assisted management in meeting membership and financial objectives.
- Built a network of contacts through prospecting and referrals.
- Offered the highest level of personalized member service.
- Organized and attended external events to capture leads and generate new members with outreach strategies.
- Guided prospects with their goals and motivation with knowledge of all programs, equipment, and services so they can reach their fitness goals.
- Worked with billing changes, freezes, cancelations and member to member transfer on a daily basis.

MAP ARCHITECTS, Stamford, CT

Interior Designer, Administrative Assistant

August 2015 - Present

- Building story boards by organizing fabrics and materials for client presentations.
- Assisting clients in choosing materials, fabrics, furniture and organizing materials.
- Drafting correspondence and managing the daily workload schedule.
- Managing all incoming materials on a daily basis.

HOTEL ZERO DEGREES, Stamford, CT

Customer Services Associate/ Front Desk Agent

September 2013 – September 2015

- Offered customers with exemplary and timely service.
- Processed payments for rooms and board.
- Ensured compliance with all procedural requirements of the Hotel.
- Compiled reports of guest accounts and vouchers manually and electronically

CC CONCEPTS, Stamford, CT

April 2012 – February 2013

Sales Associate

- Sold energy to save money on customer electric bills.
- Assisted customers in choosing the right product.
- Recommended alternative purchase choices.
- Met and exceeded sales goals.

ACTIVITIES

The Film Club at UConn Stamford, Stamford, CT

Fall 2011 - 2012

President

The Music Club at Norwalk Community College, Norwalk, CT

Fall 2013 - 2014

President

SKILLS

- Proficient with Microsoft Office Suite; Microsoft Excel, Word, PowerPoint, and Outlook
- Proficient with Avid, Final Cut Pro, and Adobe Software such Premiere, Photoshop, After Effects, and Illustrator.
- Proficient with windows and operating systems
- Excellent interpersonal skills
- Excellent customer relations
- Social Media Management