

**Nicole Moore**

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600 COMMONWEALTH AVE  
BOSTON, MA. 45678  
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**Objective** To obtain a full time position at the Convention Center and Visitors Bureau as an Executive Secretary.

**Education** Boston University Boston, MA  
Bachelor of Science in Communications, May 2005

- Majors in Print Journalism and Psychology
- Cumulative GPA: 3.508

**Activities**

- Boston Herald Freelance writer
- Ibis Yearbook, Organizations Editor
- Tau Alpha Sorority, Fundraising Chair
- Gamma Sigma Alpha Honor Fraternity
- Orientation Assistant
- Big Brothers/Big Sisters Mentor Program
- Varsity Swim Team
- Varsity Crew Team
- Waterpolo Club
- Bulldogs, Triathlon Club

**Work Experience** 6/00-Present **Child Caretaker** Boston, MA

- Child caretaker for children ages 3 months – 5 years
- Responsible for teaching preschool and kindergarten-age appropriate tasks
- Travel abroad with the families to care for the children
- Care for the children when their parents are out of town

6/04-8/04 **Preschool Teacher, Brown Academy** Boston, MA

- Responsible for creating and implementing songs, projects and religious teachings for 20 children age 4

6/95-8/04 **Swim Instructor, Brighton Country Club** Boston, MA

- Responsible for the development of swimming skills for children ages 3-8

6/02-8/02 **Secretary, H. Sears Insurance Company** Boston, MA

- Updated database, filing, faxing, answering phones, customer service
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12/01-5/03 **Sales Associate, Williams-Sonoma Company** Boston, MA

- Sales Associate at Hold Everything and Pottery Barn
- Client relations, designing new floor displays, cashier

**Community Service**

- Religious School Teacher at Brown Academy; Environmental Specialist at Arthur State Park; Tutor at the Association for Retarded Citizens in Brighton; Bulldogs Help the Hometown; Race for the Cure; Think Pink; Greeks and Goblins; Making 500 PB & J Sandwiches for the Homeless

**Honors**

- Provost Honor Roll; President's Honor Roll; Athletic Director's Honor Roll; Outstanding Academic Achievement Award from the Panhellenic Assoc; Editor of the Year