

# NICHOLAS COLUCCI

## PROFESSIONAL SUMMARY

A reliable personal assistant with experience in providing support to an entrepreneur. Highly organized with a background in customer service and a commitment to creating a positive work environment.

## SKILLS

- Strong communication skills
- Organization
- Time management
- Attention to detail
- Chauffeuring and running errands
- Database entry and filing
- Customer service
- Travel and calendar coordination
- Inventory management

## EDUCATION

**Cherokee High School**, Marlton, NJ  
**High School Diploma**, 2019

## WORK HISTORY

**PERSONAL ASSISTANT** 10/2023 to 02/2024

**The Flower Hour**, Beverly Hills, CA

- Scheduled appointments, arranged transportation, and oversaw calendars
- Completed mail pick-ups and drop-offs, laundry, light housekeeping, household inventory, and grocery shopping
- Boosted engagement by posting relevant content on various social media platforms (Poshmark, Instagram) and maintained customer loyalty by providing excellent customer service
- Utilized utmost discretion while handling sensitive information

**SERVICE ASSISTANT** 05/2022 to 01/2024

**P.F. Chang's Bistro**, Woodland Hills, CA

- Served food to customers with a friendly demeanor
- Processed customer payments and handled curbside orders, orders over the phone, and in-person orders
- Wrapped silverware, replenished low stock, and helped run food and clear tables of dirty dishes and utensils when necessary
- Relayed information regarding the menu to customers and gave recommendations with exceptional customer service

**GOLF ATTENDANT/ASSISTANT** 08/2021 to 03/2022

**Buena Vista Country Club**, Buena, NJ

- Assisted many regular members of the country club, including recommendations of equipment, cleaning of clubs, and running errands for valued guests
- Aided in the maintenance of golf courses, lakes, cart-paths, and golf carts
- Served food orders and kept the dining area clean
- Built and established positive relationships with guests, team members, and supervisors