

MONIQUE NURSE

Brooklyn, New York 11207 | 347.248.5322 | Moniquenurse62@gmail.com

SUMMARY

Dedicated and industrious professional with an abundance of experience in teaching materials and contemporary methods; proficient in data analytics and customer service. An adept multitasker who builds strong bonds with the team and collaborates to boost success as a whole. Gregarious, outgoing, and incredibly detail-oriented. Leveraging a foundation in Women's and Gender Studies to actively advance inclusivity in all settings.

SKILLS

- Diversity & Inclusion
- Training and Education
- Assessments
- Organization
- Confidentiality
- Data Entry
- File Management
- Project Management
- Legal administrative support
- Office Administration
- Microsoft Excel certified

EXPERIENCE

07/2023 - 07/2024

Lead Teacher
Success Academy

- Achieved promotion to Lead Teacher within three months from Assistant Teacher
- Collaborated with leads to execute day-to-day lesson planning and engagement activities
- Incorporated inclusive teaching methods to ensure equal learning and coaching opportunities for students.

12/2021 - 04/2024

Section Leader
Trader Joe's

- Played a crucial role as one of seven section leads store-wide, concentrating on boosting section sales quarterly through proactive analysis of metrics and sales data
- Upheld Trader Joe's core values by making products accessible year-round to customers.
- Trained new employees on company policies, procedures, and safety protocols.
- Monitored inventory levels and placed orders as needed to replenish supplies.

01/2023 - 07/2023

Data Entry Clerk
Amazon - New York, NY

- Maintained updated knowledge of industry trends related to data entry operations.
- Organized files according to established procedures for easy retrieval later on.
- Collaborated with other departments to resolve issues regarding incorrect

data entries.

- Ensured compliance with all relevant rules and regulations governing data entry activities.

01/2022 - 08/2022

Administrative Intern

Women In Need Win - New York, NY

- Maintained office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing orders for supplies; verifying receipt of supplies.
- Prepared expense reports for managers according to company policy.
- Set up and maintain filing systems to ensure documents are organized and easily accessible.
- Provided administrative support to staff members as needed.

12/2018 - 08/2022

Service Manager

Chipotle

- Led a dynamic team in delivering quality dining experiences, consistently exceeding performance metrics
- Proficient at implementing strategies to enhance customer satisfaction, drive sales, and achieve business objectives.
- Conducted regular team meetings to discuss customer feedback, process improvements, and operational objectives.
- Developed strategies for improving customer experience through enhanced product features or improved processes.
- Implemented quality assurance protocols to ensure timely completion of projects according to customer specifications.

EDUCATION AND TRAINING

06/2023

Bachelor of Arts

Queens College - Queens, NY

STATE

New York

CITY

Brooklyn

AWARDS

SEEK Generation 23' Vice President, Queens College, 2019

HOBBIES AND INTERESTS

- Training & Education
- Fitness
- Digital Communication
- Music
- Inclusivity
- Nutrition

CERTIFICATIONS

- Serv Safe Certified
- Food Handlers License