

# Nicole Brownen

## Address:

2075 Poinsettia St  
San Ramon, California 94582

## Contact Information

Phone: (925) 918-0498  
Email: bo.brownen1203@gmail.com

## EDUCATION:

- 2017-2019      **FOOTHILL HIGH SCHOOL**, Pleasanton, California. Curriculum Includes: Algebra I, Geometry, Algebra II, Pre Calc, Intro to College Biology and Chemistry, US History, World History, Pre-Reconstruction US History, American Literature, Freshman and Sophomore Language Arts
- 2019 -2024      **LAS POSITAS COLLEGE**, Livermore, California. Curriculum Includes: Intermediate Algebra for BSTEM, General Psychology, Introduction to Engineering, College Algebra for STEM, Calculus, and Computer Science
- 2023 - 2024      **EVERGREEN VALLEY COLLEGE**, San Jose, California. Curriculum Includes: Microeconomics, Macroeconomics, Introduction to Business, Financial Accounting
- 2024 - present      **SAN JOSE STATE UNIVERSITY**, San Jose, California. Curriculum Includes: Financial and Managerial Accounting, Legal Environment of Business, Data Communications, System Analysis and Design, Marketing, Management, Ethics, Information Systems

## WORK EXPERIENCE:

- 8/2017- 1/2017      **RidgeView Commons Volunteer Server**, Pleasanton, California.  
Volunteering at a retirement facility involved serving a three-course meal, handling any concerns in my section, and cleaning up the dining and kitchen once the residents were finished.
- 9/2020 - 11/2020      **Oasis Bar & Grill Hostess**, Pleasanton, California. Hostessing included taking customers to their seats, answering the phone for to-go orders and reservations, operating three tablets one for the seating arrangement and reservation calendar, one for GrubHub, and another for Doordash, general cleaning, and bagging to-go orders.
- 4/2021- 7/2021      **Instacart**, Tri-Valley Area California. Working for Instacart entailed grocery shopping for customers, suggesting replacements when a product was unavailable, and delivered it to their homes.

- 3/2023 – 5/2023      **Pocket Sushi Cashier**, Pleasanton, California. As a cashier I operate an electronic system to place orders while balancing to go phone orders and maintaining a clean work environment.
- 7/2023 – 3/2024      **Gen Korean BBQ**, San Jose, California. As a hostess I handle mobile and phone orders, I plate tables, maintain a overall clean and welcoming environment, I also handle payments and reservations while keeping a steady flow of seating customers.
- 2/2024 – present      **Kay Jewelers**, Milpitas, California. As a sales associate I engage with customers to provide personalized assistance in selecting fine jewelry. I ensure customers have an exceptional experience by providing high quality service. In addition I work closely with my coworkers to achieve sales targets and provide great service.

**COMPUTER SKILLS:**

Google Docs, MS Word, Google Slides, MS Excel, Google Spreadsheet, and Eclipse, coding in C++

**ADDITIONAL INFORMATION:**

Former Girl Scout. Volunteered with: Kids Against Hunger, ASPCA, Open Heart Kitchen, and Blanket4Kids. Graduated in 2021 on the honors list. Played sports competitively.