

Mallory Nobile
E-mail:mallorynobile@kings.edu

School Address:
133 North River Street
Wilkes-Barre, PA 18711
570-510-7247

Objective: To obtain a job using organizational, communication, and interpersonal skills.

Education: **King's College, Wilkes-Barre PA**
Major: Communications
Current Status: Senior
GPA: 3.55
Dean's List Fall 2004, 2005, 2006, and 2007
Christi Regis Scholarship Recipient

Seton Catholic High School
2000-2004
Graduated with Honors

Skills: Computer Skills including Microsoft Office
Writing Skills
Telephone Skills
Customer Service Skills

Work Experience: **Ben & George's Ice Cream**
May 1999 to September 2006
Duties include cashier, serving customers, ordering supplies and checking inventory.

United Beverage of Northeastern Pennsylvania
Summer 2001 to present day
Duties included accepting phone orders, processing outgoing orders and counting outgoing payments each evening. Member of sales and marketing team.

Jewish Community Center
February 2005 to February 2006
Duties include opening mail, filing, preparing deposits, entering accounts payable, and assisting with other tasks as directed by the head of the department.

Leadership Wilkes-Barre
February 2007 to December 2008
Intern

College Leadership Activities: Orientation Assistant
August 2005
Helped move in students, was leader of a small freshmen year experience group, and completed any other tasks as direct by the head of orientation.

References: Available upon request.