

NICOLA J. DUNNE

njdunne.tech | nicola.dunne09@gmail.com | www.linkedin.com/in/nicolajdunne

SKILLS

- Excellent communication skills
 - Experienced with HTML, CSS, and XML
 - Familiar with RoboHelp, FrameMaker and DITA
 - Familiar with Photoshop, Illustrator, InDesign, and Microsoft Office
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EDUCATION

- Writing Technical Information, Certificate
Middlesex Community College
591 Springs Road, Bedford
MA, 01730
2016
 - Computer Technology, Associate's Degree
Great Bay Community College
320 Corporate Drive, Portsmouth
NH, 03801
2016
 - Journalism, Bachelor of Arts
Griffith College Cork
Cove Street, Sullivan's Quay
Cork, Ireland
2009
 - Film & Video Production, Certificate
St. John's Central College
Sawmill Street
Cork, Ireland
2006
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EXPERIENCE

Computer Lab Assistant Great Bay Community College February 2016 – Present
320 Corporate Drive, Portsmouth
NH, 03801

- Assist Lab Managers with lab administration and organization
- Help students, faculty, and staff as needed
- Make tutor appointments and update online appointment calendar

Certified Peer Tutor Great Bay Community College January 2014 – Present
320 Corporate Drive, Portsmouth
NH, 03801

- Coach students in English, writing, and computer assignments
- Encourage students to work and think independently on assignments

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- Track student needs and follow-up with progress at next meeting
- Assisted English professor with summer tutor program in 2015

Administrative Assistant Transbound Ltd. 2010-2013
Upton, Innishannon,
Cork, Ireland

- Built and managed a company database for vehicle repairs and maintenance
- Processed accounts receivable and payable
- Provided customer service by answering phone and email queries
- Performed general office duties such as filing, typing, and banking

Journalist/Features Writer RSVP Media Group 2009-2010
Little Island,
Cork, Ireland

- Researched and wrote news articles, features, profiles, and reviews
- Delivered business, news, social, entertainment, and bridal content for different audiences
- Assisted with coordination of editorial and design departments
- Organized and coordinated national photoshoots
- Proofread and sub-edited content as required

HONORS & ACTIVITIES

National Career Readiness Certificate – Gold Level	April 2016
WorkReadyNH Program Certificate	April 2016
International Club, Great Bay Community College	Secretary, January 2015 to September 2015
Society for Technical Communication	Member, February 2015 to present
International Tutor Training Program Certification - Level 1	College Reading and Learning Association, June 2014