

# NICOLE ECHEVERRIA

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**Permanent Address:**  
1026 Frances Drive  
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## EDUCATION

**The University of Michigan**, Ann Arbor, MI  
Concentration: Economics

Expected Graduation: May 2015  
GPA: 3.6

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## EXPERIENCE

**HerCampus.com in partnership with SELF Magazine**

April 2013-Present

*Featured Blogger*

- Chosen out of all applicants as one of 7 bloggers to post about “Lose the Freshman 15” fitness and nutrition challenge
- Adhered to strict deadlines by creating original content on a triweekly basis
- Utilized various social media outlets to publicize and promote blog posts

**College of Language Science and the Arts – Instructional Support Services**, Ann Arbor, MI

January 2013-Present

*Media Assistant I*

- Manage requests from LSA faculty and students for equipment loans, reservations, and services over the phone/in person
- Responsible to troubleshoot, test, clean, and perform minor maintenance on loan and in-class equipment
- Complete office work, including filing, sorting mail, paperwork, and office upkeep

**Occupational Safety and Health Administration**, New York, NY

May 2012-January 2013

*Office Automation Assistant*

- Assisted in day to day administrative and clerical functions of the company including copying, scanning, and the use of Microsoft Excel to calculate daily expenses, time sheets, and mailing

**Housing Authority of Winston-Salem**, Winston-Salem, NC

February 2012-May 2012

*Human Resources and Public Relations Intern*

- Wrote a press release for the promotion of Vice President Karen Durell, published in the WS-Business Journal
- Assisted with the coordination of special events, such as “Go Green Day” on March 16<sup>th</sup>
- Researched methods on how to gain exposure using social media, and created a Twitter account for future interns
- Gained knowledge about the creation, implementation and enforcement of Human Resources policies and procedures as well as employee training and retention practices

**USA Today**, Virtual Location

June 2011-Present

*Contributing Writer*

- Published in the USA Today 2013 College Guide in partnership with the Princeton Review, on sale from September 11th 2012 until November 9<sup>th</sup> 2012 (pg. 72)
- Published several posts on the USA Today College blog aimed at assisting other college students to succeed
- Pitched new story ideas to an online editor on a monthly basis

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## ACTIVITIES

**Summers Knoll Charter School**

January 2013 – Present

*Volunteer*

- Assist 1<sup>st</sup> and 2<sup>nd</sup> grade teachers in the implementation of daily lessons 4 hours per week

**Michigan Union Board of Representatives**

January 2013 – Present

*Web Coordinator*

- Represent the undergraduate student population by participating in events and decisions in regards to the Union
- Responsible for updating and producing content for the MUBR website

**Volunteer Service Corps**, Winston-Salem, NC

September 2011 – May 2012

*Member*

- Built houses for Habitat for Humanity in Florida and North Carolina for fall and spring break service trips

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## SKILLS AND INTERESTS

• Social Media and Pop Culture fanatic • Knowledgeable in all Microsoft Office programs • Michigan sports and NYC enthusiast