



## Education

Johnson & Wales University  
Providence RI  
Bachelor of Science  
Graphic Design

## Soft Skills

Punctual  
Team Player  
Leadership  
Conflict  
Resolution  
Organized

## Contact

240-424-7563  
nicoralduncan45@gmail.com  
nicoralduncan.com

## Work Experience

Tamo Smoothie

(March 2015- August 2017)

Customer service prepared smoothies for customers, catered events such as festivals, took payments, and kept establishment clean)

Amazon- Driver Assistant  
Manager

(May 2020- September 2021)

Acting liaison for drivers regarding time cards, breaks, and any issues while on the road, analyzing & recording data such as driving scores,

Chesapeake Grille & Deli

(June 2018- December 2019)

Take out/server/dishwasher assisted with customer service (answering phones, greeting customers, and serving food to dine-in customers)

Galilee Mission

(November 2022- May 2023)

Using creative design skills to create strong projects to boost the marketing of the company. While working with the marketing team for this company I have been able to create projects such as newsletters, posters, and social media post.

## Technical Skills

Adobe Photoshop  
Adobe Illustrator  
Adobe After-Effects  
Adobe Indesign

HTML  
CSS  
Sublime  
Content Management  
Adobe XD