

Nia N. Gibson

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OBJECTIVE: To obtain a customer relations position where I can use my typing skills and expand my creative talents while continuously learning and using the latest techniques and technologies to assist a team committed to successfully achieving company goals.

SKILLS: • Typing 50 wpm • Data Entry 9000 key strokes

EXPERIENCE:

Charlotte Levin

Yardley, PA

Private Duty

11/2008-6/2009

- Assisted patient with everyday activities
- Spent time playing games and watching TV
- Assisted him with toiletries

CWA Local 1037

Newark, NJ

Union Organizer

7/2006-4/2007

- Assisted workers in gaining union representation at their worksites
- Educated people (mostly nonunion workers) about their workplace rights
- Identified and developed leadership skills among workers
- Explained the union organizing process and ran a campaign for union recognition
- Visited workers one-on-one, in their homes or other places outside the workplace where they felt comfortable, to talk with them about problems they face at work

St. John's Community Services

Hamilton, NJ

Human Resources Administrative Assistant

7/2003-5/2006

- Administrative supports for a non-profit agency that assisted in helping people with disabilities find housing
- Interviewed new applicants, conducted orientation for new employees
- Managed day to day activities: filing, faxing, typing, meeting minutes, correspondence
- Assisted in opening new homes, took clients on tour
- Developed community support for persons with disabilities
- Ensured that the consumers were fully integrated into the community

BJ's Wholesale Club

Hamilton, NJ

Front Line Supervisor

10/2002-2/2003

- Supervised of various departments handled all customer concern
- Relieve employees for their breaks
- Worked on schedules trained new employees

EDUCATION:

Edison, NJ Schools

Diploma

1987

Ashworth Online College

Psychology

2005