

Resume

Georgia Nicholson
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Job Experience:

October '10–January '11, Fox Eye Care, Raleigh, NC

Position: Eye Care Technician

Duties: Patient work-ups, taking retinal photos, operating various optometric equipment, front desk duties, taking patient's history, and keeping exam rooms clean.

March '10–June '10, Archivers, Raleigh, NC

Position: Assistant Store Manager

Duties: Assisting store manager, managing employees, customer service, bank deposits, balancing registers, opening and closing store, running various store reports, merchandising, stocking, inventory, pricing, and making store samples.

March '06–March '10, Triangle Metal Works, Youngsville, NC

Position: Office Assistant

Duties: Basic office tasks, filing, working with invoices and shipping orders, office organization, and personal assistance.

Contact: Sherri Tilley, Office Manager, 919-556-7786

May '98–July '98, Belk, Williamston, NC

Position: Elizabeth Arden Counter Associate

Duties: Customer service and sales, operating cash register, keeping client information updated and contacting clients, performing makeup and skincare consultations, stocking, keeping counter clean and organized.

April '97–July '97, Dillards Department Store, Raleigh, NC

Position: Clinique Counter Associate

Duties: Keeping counter stocked and organized, customer service, sales, updating client information and contacting clients, performing skincare and makeup consultations, operating cash register, and event sales.

August '95-March'96 – Doctor's Vision Center, Wake Forest, NC

Position: Eye Care Technician/Contact Lens Specialist

Duties: Patient workups, ordered and maintained contact lens inventory, contact lens instruction, applied eye drops, operated various diagnostic equipment and front desk.

October '94-August '95 – Victoria's Secret, Raleigh, NC

Position: Co-Manager

Duties: Assisted clients, operated cash register, merchandised, tallied sales, set sales goals, helped make employee schedules, assisted with new store opening, opened and closed store, and made bank deposits.

October 93-June '94 – Daryl L. Weavil, O.D., Winston-Salem, NC

Position: Eye Care Technician

Duties: Scheduled patients, operated various diagnostic equipment, contact lens instruction, applied eye drops, patient check-in and check-out, and general office duties.

Special Skills:

Operated Auto Refractometer, Visual Field machine, Retinal Camera, and Phoropter.

Education:

High School Diploma, Bear Grass High School, Williamston, NC 1987.

East Carolina University, Greenville, NC, August 1987-May 1988.
Martin Community College, Williamston, NC, Sept. 1988-May 1989.

References Available Upon Request