

NICHOLE LYNN BRUCE-BALASCH

3830 East Walker Street

Inverness Florida 34453

(352) 476-8993

JOB OBJECTIVE:

A challenging position that utilizes my technology, customer service, leadership skills, and management background in a team environment to help others.

SUMMARY OF QUALIFICATIONS:

- Can Operate all Office Equipment, Including
 - Multi-line Phone System
 - Fax
 - Windows and Mac Computers
 - Printers
- Well Organized
- Team Player
- Leadership Skills
- Can Operate all Microsoft Office Suite
- National Notary Association member for the State of Florida
- Dream Weaver Web Design Certification 2012
- Website Designer

RELEVANT EXPERIENCE:

2016-Present	- I.T. Director & Teacher for Solid Rock Christian Academy (Full Time 40-50 Hrs./Week) - Data Entry - Set-Up of New Computers - Testing Students via Computer Systems - Troubleshoot Computer Systems and Internet Networking - Cat 5/Cat 6 Wiring - Remote Computer System Troubleshoot - Set-Up/Maintenance of Access Points and Routers - Notary Service - Teacher of U.S. History and Computer Science to Middle & High School - Media/Visual/Sound Director for Weekly and Special Services
2012-2016	- Store Manager for The U.P.S. Store (Full Time 40-50 Hrs./Week) - Customer Service - Interview for Potential Associates - Daily Deposits - Packing and Shipping for Customers - Notary Services - Printing Services-Business Cards to Banner Sizes - Level 2 Fingerprinting - Inventory of Merchandise - Mailbox Services

2011-2014	Admin Asst./Web Builder for Crystal River United Methodist Church (Full Time 40 Hrs./Week) - Answer Phones - Creating PowerPoint Presentations - Creating Bulletins - Creating Funeral Announcements - Assist Funeral Homes with Church Funerals - Building Website Pages - Updating social media sites - Ordering Office Supplies
2009-2010	Store Manager for Movie Gallery - Customer Service - Scheduling - Open Accounts - Daily Deposits - Hire, Train, Coach, Evaluate, and Terminate Associates - Regeneration of Merchandise - Store Set Up - Inventory of Merchandise
2009-2009	Studio Coordinator for JC Penney (Part Time 25 Hrs/Week) - Data Entry - Answering Phones - Filing - Taking Care of Customer Concerns - Setting up and coordinating spreadsheets - Setting up appointments
2003-2009	Youth Director (Part Time 30 Hrs/Week) - Coordinate Trips - Coordinate Fundraising - Hold Discussions on Youth Topics
1998-2008	Market Assistant for Wal-Mart Market 57(Full Time 40+ Hrs/Week) - Answering Phones - Filing - Setting appointments, meetings, etc. - Answering concerns of associates and customers - Immediate decision-making for the 13 stores in my market - Setting up interviews with potential associates - Keeping up with policy changes/compliance - Budgets - Dept. Manager of H.B.A., Home, Pets, Furniture, and Toys - Made Toyland Grand Opening plans - Support Manager over all areas of General Merchandise - Supervisor during the remodeling of store # 713 Dade City, FL - Frequently participate in STAR with Guy Peshek, D.M. - Participated in "carpet relay" in store # 800 Leesburg FL - Completed S.W.A.S. for all departments in my area - Make plans for the Day after-Christmas sale - Complete audits on Christmas Layaway trailers - Work in Lay-Away for the three-day pickups - Assisted Store # 713 in Dade City, FL, with inventory - Make schedules for my areas and departments - Conduct interviews for potential Wal-Mart associates - Conducted and aided in coaching sessions

WORK HISTORY:

2016-Present	I.T. Director, Teacher	S.R.C.A., Inverness, FL
2012-2016	Store Manager	The U.P.S. Store, Inverness, FL
2011-2014	Church Secretary/Web Builder	C.R.U.M.C. Crystal River, FL
2009-2010	Store Manager	Movie Gallery #489 Ocala, FL
2009-2009	Studio Coordinator	JC Penney #0479 Gainesville, FL
2003-2009	Youth Director	Christ Way; New Beginnings
2006-2008	Market Assistant	Wal-Mart #959 Bushnell, FL
2005-2006	Department Manager	Wal-Mart #1029 Homosassa, FL
2000-2005	Support Manager	Wal-Mart #800 Leesburg, FL
1999-2000	Department Manager	Wal-Mart #950 Memphis, TN
1999-1999	D.S.D. Receiving	Wal-Mart #659 Nashville, TN
1998-1999	Pick-To-Light Receiver	Wal-Mart #6020 Brooksville, FL

EDUCATION:

2019-Present	Southern New Hampshire University	Manchester, NH (Online)
2012-2012	Withlacoochee Technical	Inverness, FL
2008-2009	Weston Distance Learning	Fort Collins, CO
1991-1995	South Sumter High School	Bushnell, FL

ACTIVITIES: I am the Event Coordinator with Flags for Fallen Vets of Florida National Cemetery and have served for the past eight years. I serve on the Joint Veterans Support Committee for Florida National Cemetery as the Web Designer and on the board as secretary for Foster 2 Adoption. I am studying for my B.S. in Information Technology at Southern New Hampshire University and will graduate in May 2024.