

Nicole A Motahari

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OBJECTIVE

I aspire to utilize my skills in the field of either hospitality or teaching English Literature and Composition .

WORK EXPERIENCE

Remington Hotels, Atlanta, Georgia 06/2014 - Present
Club Lounge Concierge

- Maintaining a cheerful,cozy atmosphere in the Club Lounge to ensure the comfort and pleasure of VIP guests
- Set-up and tear-down of the evening buffet
- Pouring non-mixed alcoholic beverages for esteemed guests

Remington Hotels, Atlanta, Georgia 07/2014 - Present
Lobby Ambassador

- Ensuring that guests are well taken care of
- Greeting guests and making sure their needs are met
- Providing information regarding local attractions,restaurants and sites
- Making reservations for guests
- Arranging transportation for guests

Georgia State University Signal Newspaper, Atlanta, Georgia United States 06/2014 - Present
Opinions Editor

- Manage a staff of 3 writers and 2 illustrators in designing and writing for the Opinions section of the Georgia State Signal
- Edit articles and provide feedback in such a way that the writers can go back and fix their pieces.
- Commission the illustrators to create sketches, watercolors and political cartoons to accompany the writing
- Write weekly feature pieces for the section,brainstorming ideas and creating articles to be prominent in the section regarding issues that affect college students and the downtown Atlanta community

Georgia State University, Atlanta, Georgia 01/2014 - 05/2014
Department of English Teaching Assistant internship

- Assisted in creating a curriculum for the course
- Created and graded daily quizzes for a class of thirty students
- Aided in class instruction, one-on-one consultation sessions about research papers and other major assignments

Georgia State University, Atlanta, Georgia United States 10/2013 - Present
Department of English Teaching Student Ambassador

- Met with and assisted the Director of Undergraduate Studies in making decisions that affected Undergraduate English majors
- Provided feedback in regards to improvements that can be made to the degree programs offered by the Georgia State University English Department
- Acted as a representative of the Georgia State University English Department for events

Georgia State University Signal Newspaper, Atlanta, Georgia 01/2014 - 06/2014
Associate Online Editor

As online editor, I am in charge of uploading articles from Camayak, where pieces are originally placed by the authors, to WordPress, the website utilized by The Signal. Upon doing that, I must edit the articles in such a way to be internet-friendly and concise. I then post the articles to various social media websites such as Facebook and Twitter. I also occasionally write articles for the Opinions section of the paper.

Technology, Anxiety and the Apocalypse Blog, Atlanta, Georgia 01/2013 - 05/2013
Post-Apocalypse Editor

- Wrote articles regarding the subject of the Post-Apocalyptic world
- Managed a team of four students who submitted journalistic articles to me on a weekly basis
- Read and critiqued articles and would send them back to the students for final edits

North Springs High School Literary Magazine, Atlanta, Georgia 09/2011 - 05/2012
Editor In Chief

- Managed a team of 30 students in the production of the High School Literary Magazine
- Faced fiscal challenges, but raised enough money to publish and made \$2000 in profits
- Led discussions regarding the values of artwork, poetry, photography and creative writing
- Created, edited and published a magazine which received a score of Excellent from the Georgia Scholastic Press Association.

North Springs High School Literary Magazine, Atlanta, Georgia 09/2008 - 05/2011
Assistant Editor

- Managed a team of 5 people in reading and editing various works of poetry and fiction
- Edited the magazine for both content and grammatical errors
- Prepared the magazine's layout for publication using a publication program called In-Design

EDUCATION

Georgia State University Atlanta, Georgia United States 2012 - Present
 Biology and English, GPA: 3.24

North Springs Charter High School Atlanta, Georgia United States 2008 - 2012
 High School Diploma

SKILLS

- 4 years experience with Creative Writing
- Tutoring
- Copy and Content Editing for journalism, creative writing and academia
- Press Releases
- Journalism
- Microsoft Office
- Powerpoint

