

Nicole Russo

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EXPERIENCE

Brainjolt, Remote —Virtual Assistant

December 2021-September 2022

As a Virtual Assistant it was my job to perform link checks, adding links into product articles. I also worked for 22 Words spinoff site, Cash Cat, where I compiled different products, and wrote up a description, pros and cons, bottom lines, and FAQ's.

EDUCATION

Sussex County Community College, Newton, NJ

January 2016 - Present

At SCCC I'm working towards my Associate's Degree in English, this upcoming semester will be my last.

REFERENCES

Kathee McKinstry -Editor at Brainjolt

katherinermckinstry@gmail.com

SKILLS

Proficient in Microsoft Office/Google Drive

Experience making and editing websites, both on Wordpress and Squarespace

Experience writing articles for personal blogs and Medium including recaps of *Law and Order: Special Victims Unit* episodes.

AWARDS

Student Leadership Award 2017, I actually received two, one for being a student ambassador and one for leading a club I revived.

LANGUAGES

English