

# Nicholas Burk

Unclenickburk@yahoo.com · Taylorsville UT, 84118

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## Skills

- Proficient in the computer workplace, designing multiple professional websites
- Perform well in teaching, answering questions, and customer relations
- Published Author and skilled in composing and editing documents
- Served in various positions completing two year religious mission
- Type greater than 60 words per minute

## Education

Hunter High School Graduated May 2006  
Now Attending Salt Lake Community College

## Recent Career Experience

### **SALESMAN / CASHIER**

*August 2010 – April 2011*

**Sports Authority, Taylorsville, Utah**

- Able to adjust quickly, changing departments and duties as asked.
- Performed well when required to cover for much more experienced coworkers.

### **ONLINE BANKER**

*November 2009 - January 2010*

**Wells Fargo, Salt Lake City, Utah**

- Pride self in working well with all types of customers and teammates from varying ethnicities and backgrounds.
- Received unusually high frequency of satisfaction compliments from customers.

### **PERSONAL PLUMBER'S ASSISTANT**

*June 2009 - November 2009*

**Tippetts Plumbing Services, Kearns Utah**

- Trusted with the care and use of highly expensive, dangerous, and personally owned equipment.
- Able to work and maintain a high efficiency performance for extended periods without supervision.

### **CUSTOMER SUPPORT REPRESENTATIVE**

*July 2006 - April 2007*

**eBay inc., Draper Utah**

- Earned trust of multiple eBay members who would repeatedly ask for my personal assistance.
- Instructed and resolved concerns through the mediums of Phone support, chat, and email for Power Sellers and Store Owners.

**References & Complete Work History Available Upon Request**