

NICOLE BROWN

Brownn5@kean.edu

East Orange, NJ 07018

862-600-5160

CAREER PROFILE

Exceptional oral and written communicator, articulate, driven to exceed expectation at every turn.

EDUCATION

Kean University, Union, NJ

Bachelor of Arts in Communication Studies with a concentration in Journalism **May 2017**

G.P.A 3.8/4.0 Lambda Pi Eta Honors Society Recipient of Who's Who Among Colleges

Phi Kappa Phi Honors Society Lambda Alpha Sigma Honors Society

CORE COMPETENCIES

Excellent public speaking and interpersonal communication skills

Excellent time management skills

News Writing

Proof reading/Editing

Research and fact checking

Detail Oriented

Master the AP writing style

Master Microsoft Word and Excel

EXPERIENCES

GSH Group, Parsippany, NJ

Mar 2018- Present

Human Resources Generalist

- Conduct employee onboarding, training and development
- Process payroll via ADP
- Assist in job postings and talent acquisition
- Provide support to employees: compensation and benefits
- Schedule interviews, screen candidates and request drug tests
- Facilitate accuracy and immediacy when communicating with employees
- Support managers

Roadblock Radio, Bloomfield, NJ

Aug 2012 – Present

Radio Personality intern

- Co-host with a Disc-jockey
- Record voice-overs and promotions
- Write and report the entertainment news that feature local and international celebrities
- Implement and create titles for news and entertainment segments
- Research timely news and entertainment topics

Kean University, Union, NJ

Jan 2013 – Feb 2017

Feature Editor/ Staff Reporter, The Tower Newspaper (September 2014 – Present)

- Wrote relevant, meaningful and compelling news and feature front page articles
- Generated story ideas and conducted interviews
- Researched information and check facts
- Edited staffers' stories for grammatical errors and correct usage of the AP style

Evening of Gold, St. Catherine, Jamaica- An annual event that recognizes Jamaican athletes and talents who have done well on international platforms.

Host

Nov 2011

- Interviewed Athletes including former track and field world record holder Asafa Powell
- Entertained the audience via jokes, activities and giveaways
- Introduced guests and performers