



NICOLETTE SAUNDERS

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📍 Brigantine Row, Grand Bahama
📞 1(242)826-1150

EDUCATION

Spring Hill College

Mobile, AL

Pursuing a Bachelor of Science in Cybersecurity and Mathematics

January 2024–the present

3.98 Cumulative G.P.A

Classes Taken: Operating Systems, Data Structures, Computer Architecture & Computer Principles

Jack Hayward Senior High School

Wildcat Avenue, Freeport, Grand Bahama

Honors (Diploma)

October 2020–June 2023

Bahamas Technical Vocational Institute

Peach Street & Settlers Way, Freeport, Grand Bahama

(Intro to Cyber-Security, Internet Fundamentals, & Entrepreneurship Certificate)

June 2021– May 2023

WORK EXPERIENCE

Grand Bahama Port Authority

Pioneers Way & East Mall Drive

Sales Receptionist

(Summer Break Employment) May 2025–August 2025

(Summer Break Employment) May 2024–August 2024

July 2023– January 2024

- Demonstrate excellent customer service skills via telephone and in person.
- Answered telephone calls, directed callers to the correct departments, and took messages for the sales department.
- Filed documents, prepared business documents, and scheduled meetings.

Pure Drinking Water & Ice

Oak Street, Freeport, Grand Bahama

Cashier

(Summer Break Employment) August 2022– September 2022

- Handled cash, credit, or check transactions with customers.
- Scanned goods and collect payments.
- Welcomed customers, answered their questions, helped them locate items, and provided advice or recommendations.

HONORS AND AWARDS

BahaBeach IC3 Digital Literacy Certification (sponsored by Grand Bahama Port Authority)

August 2023

Valedictorian, Jack Hayward Senior High School

June 2023

Book-Keeping and Accounts Pittman Certification

December 2022

SPECIAL SKILLS

- Information Technology
- Microsoft Office
- Accounting
- Graphic Design

EXTRA- CURRICULAR ACTIVITIES

- The National Society of Leadership and Success Inductee (Pending)
- Treasurer of Spring Hill College Ceramics Club
- Spring Hill College Computer Science Club
- Spring Hill College International Students Association
- Spring Hill College Black Student Union
- Spring Hill College Green Keepers

REFERENCES

Kimiley Major (1-242-553-0121)

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Lydia Pinder (1-242-442-9979)

lsdpinder@gmail.com