

# Nyda M. Simmonds

[www.hellonyda.com](http://www.hellonyda.com)

P.O. Box 9940 St. Thomas USVI 00801 | (510) 648-1940, cell | hellonyda@gmail.com

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**Objective & Skills**      ***Seeking a career opportunity where I can apply my life and work experience.***

- Customer-Oriented Service Operations & Business Development
  - Sales, Marketing, Promotions, & Cost Control
  - Excellent Communication Skills: Verbal and Written
  - Dynamic Website Design , Creation and Maintenance
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**Areas of Expertise**      ***Project Management & Event Planning***

- Application Designer/ Team Lead / Tester / System Analyst
  - Training & Development
  - Programming Languages Known: SQL, C#, C++, Java, HTML & ASP.NET
  - Familiar with Microsoft Office Suite
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**Education & Awards**      ***DeVry University Fremont, CA***      ***June 2009 – 2013***

- Bachelor of Science in Computer Information Systems: Web Administration
  - Undergraduate International Speaker Fall 2013 Commencement Ceremony
  - Senior Project Award Winner of: Best Presentation and Judges Choice
  - Dean's List 2009 & 2010
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**Professional Experience**      ***SafetySitters***      ***Jan. 2014 – Present***

64 Villanova Dr. Oakland, CA  
Responsible for Database Creation & Maintenance, Customer Service & Collateral Creation and Print Media

**Front Desk: Library Department**      ***June 2013 – Dec. 2013***

DeVry University Fremont, CA Campus  
Responsible for Scheduling, Customer Service & Inventory Control

**Lead Resident Assistant**      ***Sep. 2012 – Dec. 2013***

Taylor Hall Resident Hall, Fremont, CA  
Supervisor Position, Training, Event Planning, Print Media & Scheduling

**Resident Assistant**      ***June 2011 – Sep. 2012***

Taylor Hall Residents Hall, Fremont, CA  
Event Planning, Promotions, Print Media & Campus Newsletter

**Dean Assistant: Academics Department**      ***Nov.2009 – Sep. 2012***

DeVry University Fremont, CA Campus  
Responsible for Special Projects & Events along with Print Media

**Jewelry Vault Staff**      ***Oct. 2008 – June 2009***

NXP Company, St. Thomas, USVI  
Responsible for Merchandise Cost Control & Ticketing

**Sales Support Specialist**      ***Jan. 2003 – Oct. 2008***

L.S Holdings, St. Thomas, USVI  
Acting Operations Manager/ Cashier / Sales /Customer Service  
Responsible for Auditing Registers & Case Inventory Control of Merchandise

**References Available Upon Request**