

# Nicole Selo-Ojeme

*A responsible student with dedication. Who is eager to learn and try new things. With strong communication skills, this individual will be focused and patient with consumers.*

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## EXPERIENCE

### **Mathnasium** — Assistant Center Director

Oct 2023 - PRESENT

Directly assisting the Center Director with sales and administrative tasks required to run a center efficiently, in addition to, providing educational support and leadership to the instructional floor. Assistant Center Directors take ownership of the center's effectiveness and are empowered to take appropriate action when necessary

### **B-Tek Solutions LLC** — Data Entry Operator

Sep 2020 — Jan 2023

Edited, and processed data entry and distribution of raw source documents. Collected, assorted, and verified the accuracy of data provided. Filled machine with input and output media as required. Audited input and output data for accuracy and recommended corrective action. Routed data to appropriate staff for follow-up and additional review.

## EDUCATION

### **Forest Park High School** — Advanced Diploma

August 2016 - June 2020

I attended Forest Park and specialized in its IT program.

### **Old Dominion University** — School of Cybersecurity

August 2020 - Spring 2025

Pursuing a degree in Cybersecurity with coursework focused on:

Cryptography for Cybersecurity

Ethical Hacking and Penetration

Introduction to Object-Oriented Programming

Database Concepts

Linux Systems for Cybersecurity

## SKILLS

Adaptability

Microsoft Office, Word,  
PowerPoint, & Excel

Java & JavaScript

HTML

Python

Poses typing Speed 15-20  
words per minute

Linux

## AWARDS

### **Dean's List (Fall 2023)**

Achieved all A's during the  
Fall semester at Old Dominion  
University.

**Silver Medal (Forest Park IT  
Program)** Had over 200  
volunteer hours and  
maintained a grade of B or  
above in all IT courses.

**Ballet & Color Guard Dance  
Trophies** Awarded multiple  
dance trophies for ballet and  
color guard performances.

## LANGUAGES

Intermediate: Japanese

Beginner: ASL

Proficient: English

