

241 Lynn Fells Parkway
Saugus, MA 01906

Nolen Alejandro Lu Dubé

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A motivated, team-oriented professional with exposure to a wide variety of business fields and world experiences. I am passionate about audio and visual arts including fashion, video, musical performance, and sports.

EDUCATION

University of Notre Dame

Notre Dame, IN
May 2019

- Master of Science in Management
- Immersion business trip to Santiago, Chile, and Buenos Aires, Argentina

Bentley University

Waltham, MA
May 2018

- Bachelor of Science in Information Design and Corporate Communication
 - Minor in Computer Information Systems
 - Semester abroad at Bond University in Gold Coast, Australia
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EXPERIENCE

Red Curve Solutions (Accounting and Compliance) via WinterWyman Staffing

Beverly, MA

Database Specialist

January 27, 2020 - November 20, 2020

- Entered customer data using online forms and filed documents into the company's software systems.
- Prepared thousands of compliance outreach letters using Microsoft Word's mail merge function.
- Ensured database was properly formatted to assist client manager in creating and filing reports.

Indochino (Retail - Men's Custom Suiting)

Boston, MA

Team Lead

June 12, 2019 - January 26, 2020

- Became the longest-tenured staff member and passed down knowledge and advice.
- Led the sales floor and managed customer concerns and escalations.

Style Guide

- Top 10 in the world in sales for each month, including Top 5 placements 3 times.
- Provide an excellent customer fitting and purchase experience.
- Improved Fit Without Need of Adjustment metric from 53.8% to 80.0% (company avg.~60%).

Boston Chefs, Inc. (Online Resource for Local Restaurant Events)

Cambridge, MA

Copyediting Internship (10 weeks)

June 12, 2017 - August 18, 2017

- Maintained and edited the administrative page of the company website for accuracy and grammar.
 - Composed daily tweets to communicate job openings to readers.
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EXTRACURRICULAR

Alpha Kappa Psi Co-Ed Professional Business Fraternity (Mentorship, Project Management)

2014 - 2018

Off the Clock a Cappella Group (Brand Management, Social Media Marketing)

2014 - 2018

Cronin Office of International Education (Experiential Marketing, Public Speaking)

2017 - 2018

Iskwelahang Pilipino Rondalla of Boston (International Musician, Cultural Ambassador)

2007 - 2014

SKILLS

Microsoft Suite: Access, Excel, Outlook, PowerPoint, Word

Adobe Creative Cloud: AfterEffects, Illustrator, InDesign, Photoshop, Premiere Pro

Apple: GarageBand, iMovie

INTERNATIONAL EXPERIENCE

Asia: Malaysia, Philippines

Europe: Austria, France, Germany, Ireland, Italy, Poland, Switzerland

Oceania: Australia, New Zealand

South America: Argentina, Chile