

NICHOLAS WILLIAMS | 12323 Old Pomerado Road Unit 20 |

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Summary Statement: Military veteran and 2020 graduate at San Diego State University with a B.S. in Business Administration with Emphasis in Finance, seeks opportunity to have a career in commercial real estate: 3.53 GPA; awarded 12 scholarships; developed skill in Microsoft Office programs; attended REFM Excel training bootcamp; experienced in management; A/P, A/R; self-motivated; organized; meet deadlines with attention to detail; team player and leader.

HIGHLIGHTS OF QUALIFICATIONS

- Over 5 years of experience in office administration, sales, supervision, and procedures
- Over 3 years of experience in inventory control, tracking, and management
- Over 2 years of experience in data management, auditing, reconciling files, and accounting
- Over 1 year of experience in veteran student services

SKILLS

Industry Specific:

Google Ad Words
Search Engine Optimization, SEO
Inventory
Accounts Payable, AP
Accounts Receivable, AR
POS operations

Computer Proficiencies:

Office suite 2016
Outlook
VA ONCE
PeopleSoft
SARS
OnBASE

Transferable Skills:

Strong Work Ethic
Positive Attitude
Problem Solving Skills
Self-Confidence
Ability to Accept Criticism
Superb Communication Skills

PROFESSIONAL EXPERIENCE

Management:

- Disciplined, committed, detailed, and project oriented and always meet leadership's objectives
- Demonstrated the ability to train and supervise large diverse groups of employees
- Conducted daily ordering and monthly inspections of inventory
- Logically evaluated alternatives when reaching sound decisions within areas of assigned responsibility

Administrative / Operations:

- Performed a variety of complex procedural and administrative duties
- Experienced in utilizing software and hardware tools to input and extract data
- Created several excel spreadsheets to track performance and increase productivity
- Prepared clear, concise, and accurate correspondence, reports, and data entries

Customer Service / Sales:

- Understanding different demographics and culture of the clients means adjusting my approach
- Asking open-ended questions to the client that will start a conversation to build rapport
- Knowing when and how to ask for the sale

EDUCATION

B.S. BA with Emphasis in Finance, San Diego State University, San Diego, CA. 2020. GPA: 3.51/4.0

AS-T Emphasis in Business Administration, Palomar College, San Marcos, CA. 2018. GPA: 3.76/4.0

A.S. University Studies Emphasis in Business, Palomar College, San Marcos, CA. 2018. GPA: 3.76/4.0

A.S. Advertising, Marketing, and Merchandising, Palomar College, San Marcos, CA. 2018. GPA: 3.76/4.0

A.S. General Studies Emphasis in Math and Science, Palomar College, San Marcos, CA. 2017. GPA: 3.82/4.0

A.S. Real Estate Broker License Preparation, Palomar College, San Marcos, CA. 2017. GPA: 3.82/4.0.

EMPLOYMENT HISTORY

Student Researcher, San Diego State University, San Diego, CA. The finance chair, Dr. Haddad, recommended me to be the student researcher for Dr. Pierzak, the director of The Corky McMillin Center for Real Estate in the Fowler College of Business; 2018-2019

Veterans Services Specialist Work Study, Palomar College, San Marcos, CA. Promoted to supervisor position that assigned and inspected work of subordinates; gave technical information to students and staff regarding VA benefits, enrollment, financial aid, scholarships, and fees with consistency and accuracy; auditing and reconciling complex student records; 2016-2018

Inventory & Online Sales Manager, Corporate Sales Trainer, Ace Tire and Service Centers, Poway, CA. Online advertising using Google ad words resulting in an increase in online sales; rehabilitated company website with search engine optimization; systematized six retail stores' tire inventory and auto parts valued over \$350,000; coordinated accounts payable and accounts receivable; instructed sales personnel and management on the function of the point of sale system; 2008-2014

Store Manager, G&G 2000 Big O Tires, Poway, CA. Increased sales of tire units over 20% in stores' history; reorganized the stores' tire inventory to make room for over a hundred more tires; coordinated employees to increase standards of work; consistently demonstrated outstanding customer service skills to ensure customer satisfaction; 2007-2008

Account Executive, Expedia Home Loans, San Diego, CA. Generated over \$125,000 in company fees, origination, and yield spread premium in 12 months; established excel sheet to structure home loans; promoted to perform manager responsibilities; 2006-2007

Store Manager and Service Advisor, Evans Tire and Service, Escondido, CA. Demonstrated high caliber of management skills by calculating weekly payroll and analyzing production benchmarks; illustrated the ability to be a top sales producer while obtained a high customer service index; obtained top sales producer for the entire company at year end award show; 2004-2006

Administrative Specialist, United States Army, Schofield Barracks, HI. Governed the entire Battalion's leave, finance, job transfer, evaluation, and promotions while working outside my Military Occupation Specialty; Organized, set priorities, and took initiative in areas of responsibility with limited supervision; performed research, compiled a variety of complex administrative, and statistical reports for the Command Sergeant Major; 2002-2004

Carpentry / Masonry Specialist, United States Army, Schofield Barracks, HI. Army Achievement Medal (2nd award) / Army Good Conduct Medal / Sharpshooter Marksmanship; motivated to graduate Advanced Individual Training with honors; awarded Basic Rifle Marksmanship plaque for the highest score in Basic Training; performed general to heavy carpentry, structural steel, block laying, and fabrication; deployed to Kwajalein in Marshall Islands to construct an office building from the ground up; 2000-2002

Honors:

- Building Industry Association Scholarship
- NAIOP San Diego / The Mike Philbin/Tony Badeaux Memorial Scholarship
- California Homebuilding Foundation / M. Corky & Mark D. McMillin Endowment
- Burnham Real Estate Services Scholarship
- San Diego Padres Veterans Endowed Scholarship
- Delbert F. Harrison Veterans Endowed Scholarship
- SDSU Veterans Scholarship
- Debra and Warner Lusardi Foundation Scholarship 2nd award
- Issa Family Foundation Scholarship
- Scott A. and Elizabeth V. Christensen Charitable Foundation Scholarship
- Palomar Veterans Scholarship
- Palomar College Dean's List - fall 2014, spring 2017, and fall 2017
- Phi Theta Kappa Honor Society member
- SDSU Finance & Investment Society / Real Estate Society / Financial Planning Association member
- SDSU Student Veteran Organization member