**Nicholas Ante Hrboka**

2032 Beecham Dr • Rancho Palos Verdes, CA 90275 • (310) 999 9634 • nhrboka@aol.com

[www.linkedin.com/in/nicholas-hrboka](http://www.linkedin.com/in/nicholas-hrboka) • <https://github.com/Boka44>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GOAL:**

* To further a career in software development. Currently teaching myself while pursuing a degree in Computer Science. Looking to learn as much as possible and work in a creative environment.

**EXPERIENCE:**

**Self Employed**

*Full Stack Software Developer* *March 2017 – Present*

* Self-taught developer.
* Creating web applications for clients using JavaScript, JQuery, HTML, CSS, Bootstrap 3 & 4, Node.js, Express.js, NPM, MySQL, EJS, React, AJAX, Redux, along with other tools.

**QuickBridge Funding**

*Funding Advisor (Direct Sales)* *December 2016 – August 2017*

* Direct Lender specializing in bridge funding for small to medium size businesses.
* Business development through acquired leads.
* Maintained relationships with business owners.
* Cold calling, emailing, and texting.
* Put together credit applications for funding and acted as an intermediary between the creditor and client to ensure a smooth funding process.
* Helped troubleshoot proprietary in house software.
* Received hands on training from the Director of Sales, Vice President, and other Sales Consultants such as Paul Webb.
* Grew within a new direct sales department from the second hired class.
* Analyzed credit reports and business bank statements, as well tax returns, licenses, and other documents pertaining to businesses.
* Sold short term loans up to $150,000.

**Legal Technology Solutions**

*Executive Recruiter* *June 2016 – September 2016*

* Small recruiting firm that specialized in cyber security, litigation support, eDiscovery, and technology jobs.
* Hired for government contractors, law firms, and fortune 500 corporations.
* Through business development, acquired and managed accounts with new and potential clients.
* Sourcing, screening, and managing candidates nationwide.
* Cold calling, emailing, and texting.
* Dubbed resumes, checking for spelling and grammar, while also editing content and format.
* Utilizing professional networks, navigating search engines, asking for referrals, putting together job fairs to fill assigned job requisitions.
* Sourced talent through LinkedIn Recruiting, Monster, Careerbuilder, DICE, and other resume databases.
* Received hands on training from the CEO.

**Advantage Solutions (Office Team)**

*High Volume Recruiter September 2015 – June 2016*

* 1 of 15 recruiter hired on from temp to full time out of 300 temps from special projects.
* High volume, ramp up, full-cycle recruiting.
* Sourcing, screening, interviewing, and managing candidates nationwide for clients.
* Ensuring that qualified candidates complete On-boarding Paperwork.
* Creating, editing, and confirming offer letters after candidates have signed them.
* Sourcing candidates in multiple markets by networking and viewing resume databases such as (StuckForStaff, Zip-recruiter, Indeed, Craigslist, etc.).
* Utilizing professional networks, navigating search engines, asking for referrals, putting together job fairs to fill assigned job requisitions.
* Cold calling viable candidates to conduct interviews for open job requisitions.
* Communicating and collaborating with hiring managers nationwide to effectively place qualified candidates in open positions.
* Establishing recruiting strategies using innovative techniques to source and attract top candidates.
* Assessing needed candidates to ensure alignment with achieving business objectives.
* Training new recruiters by mentoring multiple new recruiters and teaching them how to use the company programs and follow the company regulations set forth.
* Certified to make hiring and pay rate decisions on behalf of managers for Event Specialist and Alcohol Brand Ambassador positions.

**Security**

*Armed Guard/ Bouncer/ Supervisor/ Manager/ Sales August 2011 – August 2015*

* Worked for a number of different companies and contracts.
* Promoted as a supervisor for Leosec Security Solutions.
* In Leosec, I worked directly under the CEO to help manage the company, while working in sales to establish new contracts.
* More information available upon request.

**SKILLS:**

**Technical Proficiencies:** Oracle, Office 365, CDBaby, Distrokid, Schedulefly, Protools (up to version 8), Mac Proficiency, Microsoft Word, Adobe Acrobat, Social Media, Sharepoint, Gmail, Microsoft Excel, Microsoft Outlook, Microsoft Powerpoint, Google Hangouts, Google Docs, Skype/Skype for Business, GoDaddy Domain Services, Professional E-Mail, Windows 7, 8, 10, and Vista, Microsoft One-note, LinkedIn, Shoretel, Athena, Cisco,

Sublime Text 3, Visual Studio, Amazon Web Services.

**Programming Languages and Frameworks:** JavaScript, Node.js, C++, React.js, Redux, AJAX, MySQL, CSS, CSS3, HTML, HTML5, JQuery, Python (Beginner), Command Console, Express.js, EJS.

**Recruiting:** Bullhorn, iCIMS. LinkedIn Recruiter, DICE, Careerbuilder, BOOLEAN Searches, Indeed, Monster, Craigslist, ZipRecruiter, State Job Boards, DiscoverOrg, EmailHunter.

\*References available upon request.