Jonathan Nicholson  
Curriculum Vitae, (CV)

**Sections:**

1. [Cover Letter](#Cover_Letter)
2. [Resume](#Resume)
3. [Formal Transcript(s)](#Formal_Transcripts)
4. [Formal Certification(s)](#Formal_Certifications)
5. References
   1. [Landis, Roy](#Reference_Letter_1)
   2. [Richards, Crystal](#Reference_Letter_2)

Jonathan W. Nicholson

Antioch, TN 37013 | 615-498-5851 | JN070694@outlook.com

March 8, 2025

To the Hiring Manager,

I had seen that your company had posted several openings on your company website and thought to apply. After reviewing the basic qualifications section, I believe I may be a good fit and valuable addition to your organization.

If I had to describe myself, I would say I am a dedicated and ethical professional with a strong academic foundation. Currently, I am pursuing a master’s degree in accounting after earning advanced degrees in business administration and healthcare management, as well as a bachelor’s degree in economics. I like to think this pursuit of continued education reflects to those hiring my commitment to staying ahead of industry trends and the constantly evolving business world. Over the course of my career and professional life, I would like to think that I’ve developed a diverse skill set, and I’m always quick to learn and adapt to the new and unforeseen challenges we all face professionally. As a lean worker, I approach problem-solving with a practical, solution-oriented mindset and focus on delivering clear, actionable outcomes and positive results. As consultant and coordinator, however, I strive to improve communication, streamline processes, and promote efficiency, all while encouraging independence and growth within my operational areas rather than just a delegator.

Below are some of my greatest operational impacts:

• (2024): Identified and corrected a recurring billing error that had been ongoing for years, resulting in savings of tens of thousands of dollars per quarter.

• (2023): Created an automated tracking and reporting log for specialty pharma products that was mandated by a specialty vendor.

• (2023): Independently created Cardinal Health's COVID-19 vaccine tracking form and sales dashboard.

• (2023): Independently drafted executive-level dashboards used to report to the vice president of Cardinal Health's Specialty Division.

• (2023): Automated a bi-weekly specialty charge within Cardinal Health, increasing task processing time by over 400%.

• (2022): Drafted process maps that oversaw the rectification of 10,000 new medical accounts for FDA, HIPAA compliance after competitor acquisition.

• (2019): Established, led, and was a member of command level incidents throughout Nashville, TN as a police officer.

• (2018): Rescue Task Force (RTF) certification to serve against acts of deadly aggression with Metro Nashville Police Department.

I believe my professional and academic experiences have served me well in developing my critical thinking, problem-solving, and innovation skills. I work well to use clear and concise communication to interact with co-workers, supervisors, and clients. I would very much look forward to speaking with you regarding my skill set and attributes which I believe will serve as an asset to further your organization’s goals. Please take a moment to review my attached resume. Thank you for your time and consideration.

Sincerely,

Jonathan Nicholson

**Jonathan W. Nicholson, MBA**

1-615-498-5851 | [JN070694@outlook.com](mailto:JN070694@outlook.com) | Antioch, TN

**Experience**

**Cardinal Health | La Vergne, TN**

**Sr. DSCSA Consultant | 08/2023 - 12/2024**

* Assisted in building DSCSA compliance measures during the 2023 compliance deadline.
* Served as a subject matter expert on DSCSA regulations and strategies as outlined by the FDA.
* Single Handedly created SOP guides and Excel forms for various business units as requested by both management and executives.
* Processed specialty and exclusive pharmaceutical orders while ensuring HIPAA compliance.

**Cardinal Health | La Vergne, TN**

**Specialty Implementations Contractor | 03/2022 – 05/2023**

* Assisted in FDA mandated Letter of Authorization compliance project of 10,000 accounts after company acquisition.
* Maintained and processed allocations, change requests, CMIR tables, as well as various billing forms and data; processed specialty & exclusive orders while maintaining federal HIPAA compliance.
* Operated as a Lean, Six Sigma consultant as requested by management.
* Created Excel forms to automate previously manual tasks, leading to increases in department productivity of up to 400%.
* Wrote SOPs for various business units & departments, including: AMI, billing, dropship, implementations, returns, and transportation.
* Developed team reporting dashboards for executive-level use, as directed by management.

**Metro Nashville Police Department | Nashville, TN**

**Police Officer | 10/2017 – 01/2021**

* Patrolled assigned geographic zones, responding to calls for service as outlined by local, state, and federal law.
* Responded to emergency and non-emergency situations, such as criminal vice activities and domestic disturbances.
* Conducted investigations into criminal activities, including interviews, evidence collection, and case documentation.
* Executed search warrants and participated in raids, ensuring adherence to legal protocols and safety procedures.
* Apprehended and transported criminal suspects, provided courtroom testimony through self-documented incident reports.

**Professional Impacts**

(2024): Identified and corrected a recurring billing error that had been ongoing for years, resulting in savings of tens of thousands of dollars per quarter.

(2023): Created an automated tracking and reporting log for specialty pharma products that was mandated by a specialty vendor.

(2023): Independently created Cardinal Health's COVID-19 vaccine tracking form and sales dashboard.

(2023): Independently drafted executive-level dashboards used to report to the vice president of Cardinal Health's Specialty Division.

(2023): Automated a bi-weekly specialty charge within Cardinal Health, increasing task processing time by over 400%.

**Skills**

|  |  |  |
| --- | --- | --- |
| ★★★★ Expert | ★★★★☆ Advanced | ★★★☆☆ Knowledgeable |
| Excel | CRM, ERP Software (Salesforce, SAP) | Accounting |
| Lucidchart | Dashboard Creation | Accounts Payable (AP) |
| Problem Identification | Data Analysis | Accounts Receivable (AR) |
| Process Mapping | Financial Statements | Ethical Hacking |
| SOP Creation & Technical Writing | General Ledgers | Local HTML coding & scripts |
| Tableau | Lean Six Sigma, Kaizen | GAAP |
|  | Process Automation | Quickbooks |
|  | Account Reconciliation |  |

**Education**

* Middle Tennessee State University | MAcc, Accounting | 01/2025 - XX/2026 X.XX | GPA, XXXXX
* Middle Tennessee State University | MBA, Business Administration | 08/2021 - 05/2023 4.0 | GPA, Summa Cum Laude
* Middle Tennessee State University | MBA, Healthcare Management | 08/2021 - 05/2023 4.0 | GPA, Summa Cum Laude
* Middle Tennessee State University | BBA, Economics | 08/2014 - 05/2017 3.85 | GPA, Magna Cum Laude

**█ Formal Transcript(s):**

|  |  |
| --- | --- |
| * Middle Tennessee State University |  |

**█ Formal Certification(s):**

|  |  |
| --- | --- |
| * CSSC – LSSBB |  |
|  |  |
|  |  |

|  |
| --- |
| Reference Letter 1: |

Roy Landis

Cardinal Health – Specialty

233 Mason Road

La Vergne, TN 37086

February 9, 2025

To Whom It May Concern,

I am pleased to write this letter of recommendation for Jonathan Nicholson, who served as both a contractor and Senior DSCSA representative at Cardinal Health Specialty during his tenure with us.

Jonathan demonstrated numerous strengths that make him a valuable asset to any prospective employer. His proactive approach towards enhancing processes using Excel and Standard Order Processes (SOPs) showcased his dedication to efficiency and continuous improvement. Throughout his time with us, Jonathan assumed diverse responsibilities and roles, readily contributing to various aspects of our operations. Specifically, he played a pivotal role in preparing for the implementation of the Drug Supply Chain Security Act (DSCSA) by taking on multiple responsibilities related to the impending changes. Notably, Jonathan spearheaded initiatives such as the creation of a Business Unit improvements spreadsheet, identification and rectification of duplicate work, formulation of the Returns SOP, and development of dashboards for various Business Unit Projects.

Jonathan's intelligence is evident in his ability to navigate complex challenges, making him an ideal candidate for any organization, particularly within the customer strategic team. His honesty, adaptability, strong work ethic, and effectiveness in handling tasks further distinguish him as a reliable and valuable team member.

In conclusion, I wholeheartedly recommend Jonathan Nicholson. If his outstanding performance in our facility is any indication of his capabilities, I am confident that he will make a significantly positive impact in any available position within any organization. For any additional information or inquiries, please do not hesitate to contact me at 615-995-2415 or via email at R.Landis.615@Gmail.com.

Sincerely,

Roy Landis

Cardinal Health

Lead Representative, Customer Service Ops

|  |
| --- |
| Reference Letter 2: |

Crystal Richards

Cardinal Health – Specialty

233 Mason Road

La Vergne, TN 37086

01/27/2025

To Whom It May Concern,

I am writing to enthusiastically recommend Jon Nicholson. While Jon is a personal friend, I have had the privilege of witnessing firsthand his exceptional skills and qualities, particularly in the areas of data analysis and Excel.

Jon has an extraordinary ability to work with data, and his expertise in Excel is nothing short of remarkable. Whether it’s creating advanced formulas, organizing large datasets, or designing insightful dashboards, Jon consistently delivers solutions that are efficient, accurate, and insightful. His analytical mindset enables him to approach problems strategically, making him a valuable asset in any professional setting.

Beyond his technical skills, Jon is a highly reliable and dedicated individual. He is thorough in his work, always pays attention to detail, and consistently goes the extra mile to ensure everything he undertakes is completed to the highest standard. He is also a great communicator, making complex data and analysis easily understandable to others.

On a personal level, Jon is a genuine and trustworthy individual. His integrity, work ethic, and positive attitude make him a pleasure to work with, and I have no doubt he will bring these same qualities to any organization.

I have no hesitation in recommending Jon for any opportunity that requires analytical skills, expertise in Excel, and a commitment to excellence. Please feel free to contact me @ [C.Richards84@Outlook.com](mailto:C.Richards84@Outlook.com) if you require any further information.

Sincerely,

Crystal Richards

Cardinal Health

Sr. Account Manager