124 S 12th Street Apt 1

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Nicholas J Boncella

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| Education & skills |  | University of Pittsburgh, College of Business Administration Bachelor of Science in Business Administration December 2015 Major: Finance Minor: Economics Concentration: Accounting  **Programming Languages:** HTML, CSS, JavaScript  **Frameworks & Libraries:** Bootstrap, jQuery  **Version Control:** Git Bash & GitHub |
| job Experience |  | Distribution control Specialist January 2017 – Present BANK OF NEW YORK MELLON   * Validate account submissions from front office administrators for data accuracy and completion prior to assigning accounts to Distribution Specialists * Approve cash and asset deliveries by Distribution Specialists to ensure proper disbursement and receipt coding * Conduct ongoing performance tracking and success metrics for Distribution Specialists to minimize errors and increase efficiency * Generate and analyze compliance reporting involving use of MS Excel, MS Access, and proprietary systems * Assist management with projects to terminate large client relationships   **Distribution Specialist July 2016 – December 2016** bANK OF nEW yORK mellon  * Analyze assigned accounts to determine account holdings and appropriate distribution action * Draft cash disbursements withholding appropriate reserves and complete asset delivery forms accurately * Communicate with internal business lines and external contra firms to effectively complete the termination process * Manage 100 accounts on average throughout the termination process life cycle * Achieve superior performance metrics outlined by upper management including error rate and lowest average days to close   **Financial Planning & Analysis Intern December 2015 – July 2016** General Nutrition Corporation  * Utilize TM1 software to generate profit and loss reports for individual store performance * Consolidate and summarize report findings for senior management * Communicate with department owners to update quarterly forecasts for all business units * Perform weekly budget updates for domestic and international stores  Sales Associate November 2014 – December 2015General Nutrition Corporation  * Develop interpersonal skills by utilizing relationship selling techniques in order to sell products to customers to meet their personal goals and lifestyle * Perform daily cash reconciliations matching each register’s cash and receipt amounts to its reported balance * Recognized for superior key performance indicators according to the company’s Total Store Experience measurements |