Nicholas George

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Philadelphia, PA 19115

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PROFESSIONAL SUMMARY

I am an ambitious and highly motivated individual with a track record of completing tasks and exhibiting strong leadership qualities. I come from a very driven and hard working-family. My parents and brothers have successful careers in the healthcare and business industry. Their grit and determination have a strong influence on my work ethic and accountability. I am looking for a position that will foster my drive to learn and develop the skills I need to accomplish the goals I have set for myself in my life and career.

EDUCATION

**University of Sciences of Philadelphia**

August 2017

600 S 43rd St

Philadelphia PA 19104

B.S. Pharmaceutical Sciences

**Mast Community Charter School**

September 2010- June 2017

1800 Byberry Road

Philadelphia, PA 19116

WORK HISTORY

**Software Engineer**

* Completed various bootcamps to obtain frontend and backend skills
* Developed several projects using full stack methods
* Adept in languages such as python, javascript, html, and css
* Decent knowledge in django, flask, sql, and git

**Payroll Specialist**

* Keeps track of cash flow and company finances
* Works quickly and efficiently in spreadsheets to ensure correct employee payments

**Administrative Assistant**

* Perform clerical and organizational tasks
* Organize files, draft messages, schedule appointments, and support other staff

**Assistant Compliance Director**

* Keeps note of employee’s hours and weeks worked
* Ensures all files and spreadsheets are up to date with the business

CORE SKILLS

| •Work well with others | •Organization |
| --- | --- |
| •Time management | •Leadership |
| •Problem solving | • Perseverance and motivation |
| •Critical thinking | •Communication |
| • Strong work ethic | •Ability to work under pressure |

AWARDS

* Honor Student
* Merit Scholarship

Professional References (provided upon request)