

# Nicholas W. Lem

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## Education

University of California, Riverside  
B.A. Media and Cultural Studies  
Minor in Business Administration

Riverside, California | June 2017

## Experience

Assistant to CFO

**RNM Management** | June-August 2013-17

- Reviewed and organized tax returns for multiple entities
- Coordinate physical files for electronic transfer
- Transferred online brokerage accounts to electronic files

Assistant Office Manager/Data Analyst

**Bizworld.org** | June-September 2015

- managed schedules, paychecks, donations and grants
- helped lead an intimate team of 10 to raise 4k in 2 months.
- Successfully recruited donors from top investment firms in San Francisco
- Used raw data to provide meaningful statistics to determine best avenues of supply.

Intern w/ Dreamforce

**Salesforce** | October 2015- November 2016

- collected data revenue for non profits in San Francisco for processing
- worked with a group to submit credit proposals for approximately 15 different companies
- created an income based template for senior communities and their accountants
- Assisted in creating flexible schedules for a roster of 30 employees.

Student Docent

**DeYoung Museum** | 2007-2011

- Led workshops for 20+ students on topics including ancient art, cultures, and art styles.
- Provided guided tours through special exhibits for students, adults, and special needs groups.
- Researched specific cultures and regions to help create a script to present in classrooms

## Skills

- Extensive experience w/ MS Word, PowerPoint, Excel, Access, Salesforce, Clover/Square POS
- CPR/First Aid Certified
- Excellent public speaking skills, both in small and large groups.