

NATHAN BIGLEY

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- EDUCATION:** **University of New Hampshire - Peter T. Paul College of Business and Economics**
Bachelor's Degree, Finance and Business Management 2016 (one semester remaining)
- Hudson High School**, Hudson, MA 2011
- SOFTWARE SKILLS:** MS Word, Excel, PPT, Access, QuickBooks, PEGA/PRPC, HubSpot, HTML, XML, and Social Media software
- EXPERIENCE:** **Facilis Technology Inc.**, Hudson, MA (May 2014 – April 2015)
Intern - Financial Operations Analyst
- Prepare and maintain client invoices, payment authorization forms and receipts using QuickBooks accounting software
 - Create and post company events on Facebook/Twitter/LinkedIn/Google+ and generate company landing pages, blogs and email campaigns using HubSpot marketing platform
 - Create and conduct client surveys using Survey Monkey to receive feedback on how to enhance the company products
 - Support sales activities such as managing support renewals, packing orders, and shipping checklists to ensure accuracy of client orders
- NewLane Partners, LLC**, Hudson, MA (Dec 2013 – May 2014)
Intern - Sales and Marketing
- Generate and manage inside sales email campaigns using marketing strategies and social media to form strategic relationships with members of targeted groups based on data analysis
 - Create, distribute and manage monthly company newsletters using MailChimp marketing service and other marketing software and respond to vendor inquiries
 - Participate in executive sales meetings and used Microsoft Office to distribute meeting minutes and action plans for sales and marketing
- Hannaford Supermarket**, Hudson, MA (Sep 2007 – Jan 2014)
Cashier, Grocery Clerk, Bagger
- Assist the store with receiving, ordering and stocking grocery products, as well as maintaining the overall cleanliness of the store
 - Operate the cash register, computers, payment processing equipment and scanners in the store
 - Provide a warm and pleasant shopping and checkout experience for the shoppers
- ADDITIONAL INFORMATION:** Other Educational details at Hudson High School
- Awards: Honor Roll Athletics: Basketball (senior team captain), Football and Lacrosse
- College Coursework:
- Financial Accounting, Managerial Accounting, Financial Management, Quantitative Decision Making, Management Information Systems, Business Statistics, Organizational Behavior
- Volunteer Work:
- Volunteer for the Krempels King of the Road Bike Challenge that benefits brain injury survivors. Responsibilities include helping participants register for the event, set up checkpoints along the route as well as cook and serve food to the participants.
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