**Nicholas DiGirolomo**

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**EDUCATION**

**University of Florida** ∙ **Heavener School of Business May 2019** Gainesville, FL

**Bachelor of Science in Business Administration–Information Systems and Operations Management - GPA: 3.0/4.0**

**Software Skills:** Blender, C++ (Intermediate), MS Excel (Certified), Microsoft SharePoint (Intermediate), AS400 (Basic), Kronos (Basic)

**Relevant Courses:** Financial and Managerial Accounting, Principles of Management, Principles of Marketing, Statistics for Business Decisions

**JOB EXPERIENCE**

**Criser Hall, University of Florida January 2018 – Present**

*IT Department* Gainesville, FL

* In charge of conducting re-imaging of computers for IT storage and deployment to Registrar and Admissions employees. Created images in Windows Deployment Services for Windows 7 machines. Created an in-depth checklist to minimize errors with the images.
* Performed technical and administrative assistance for University of Florida Registrar and Admissions employees. Aided with basic active directory issues, printers, and aid employees through mapped drives.

**City of Sunrise, Florida June 2017 – August 2017**

*Information Technology Intern* Sunrise, Florida

* Created a SharePoint site for incoming interns that more efficiently acclimated interns. The site consisted of all the tools an IT intern would need such as the ticketing application, Kronos clock in, phone directory, software installation instructions, and info on all the different areas within the IT department.
* Performed technical and administrative assistance for over 100 city officials and government employees through help desk

support via telephone and ticketing system. Aided with basic active directory issues, clocking in employees into

Kronos, AS400 issues and other basic day to day operational issues.

* Spearheaded asset management for the IT department. Located and documented over 400 pieces of technology in the IT

department and reduced the number of missing pieces of inventory.

**Phoenix Management Services Inc. June 2017 – August 2017**

*Computer Technician Intern* Lauderdale Lakes, Florida

* Performed 25 computer and printer repairs with head computer technician to extend life of hardware by upgrading computer components and re-installing software.
* Worked on maintaining server room to properly manage and ensure security of sensitive company data. Installed 10 security cameras and assisted in the making of video and data cables, customized for specific operational use.

**LEADERSHIP DEVELOPMENT**

**GatorTech (GT) September 2017 - Present**

*Marketing Coordinator* Gainesville, FL

* Part of team for re-branding GT. The re-branding process consisted of creating a new logo, club art to be used for social media and hosting more socials and advertising to increase brand awareness.
* Part of a team who oversees branding GT throughout UF by implementing new ways to increase membership, advertisements through the Heavener School of Business, and bringing new opportunities to student organizations and current members.
* Coordinated with the GT executive board and GT coordinators to host socials, learning modules, and meetings.

**Advocates for Disability Awareness (ADA) January 2017 – Present**

*Mentor* Gainesville, FL

* Took part and organized the You’re Hired Symposium for students struggling to find jobs during and after graduation. The You’re Hired Symposium hosted local business owners, law makers, student organizations and UF faculty.
* Mentored incoming freshman that are registered with the Disability Resource Center.
* Engaged in weekly meetings with the ADA Executive Board to implement ways of spreading disability awareness.

**University of Florida Undergraduate Consulting Club (UCC) September 2016 – Present**

*Director of Membership and Marketing* Gainesville, FL

* Placed 1st in the Heavener School of Business in the Inaugural Warrington Case Challenge. Presented my take on a case study involving the use of drones in different types of industries.
* Developed multi-faceted presentations designed to introduce students to consulting, and provide in-depth knowledge on case interviews and day-to-day work life of consultants.
* Designed all flyers, promotional materials, social media pages for the club; markets all events to gain exposure for the club and increased attendance. Spearheaded newsletters and emails for members; responsible for increasing club membership and membership satisfaction/retention.

**ACTIVITIES/AWARDS:**

* Leadership Development Program Mentee August 2016 - April 2017
* Adolph Wohlgemuth Memorial Scholarship Recipient December 2017
* Ecclestion – Callahan Scholarship Recipient August 2015 - May 2016
* Theodore R. and Vivian M. Johnson Scholarship Recipient August 2015 - Present
* Take Stock in Children Scholarship Recipient August 2015 - Present
* Florida Bright Futures Scholarship Recipient August 2015 - Present