

Cory Adika

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Education

UNIVERSITY OF CENTRAL FLORIDA — ORLANDO, FLORIDA

Bachelor of Science in Business Management; Minor: Political Science (Pre-Law) Expected May 2023

- Cumulative GPA: 3.78/4.00.
- Relevant Coursework: Judicial Process, Constitutional Law I, American National Government, English Composition I & II, Communications, Management, Quantitative Business Tools I, II, & III, Business Law (currently taking)
- Honors: National Collegiate Scholars of UCF Member, Dean's List (3 semesters)
- Awards: Mercury Award Scholarship Recipient (3 Semesters), Bright Futures (FLA) Medallion (2019-current), Black and Gold Scholarship Grant

Experience

833 FL TITLE COMPANY— PLANTATION, FLORIDA

Account Assistant

January 2020 to Present

- Manage in-person and telephone guest inquiries, customer service requests, and develop a weekly schedule to meet title closing deadlines
- Request title commitment searches, places survey orders, municipal lien search orders, and HOA estoppel orders
- Coordinate closings with Buyer, Seller, Attorney(s), Lender and Realtors, (setting up the closing location, date and time and executing mail-away closings.)
- Clear title requirements and draft/organize documents required for closing

ONLY ELECTRIC COMPANY — PLANTATION, FLORIDA

Office Assistant

April 2019 to December 2020

- Oversee scheduling process of electrical permits with various city departments, and maintains accounting of purchase orders for specific projects
- Provide exceptional customer service with clients and general contractors
- Maintain the company website to ensure the presentation of up-to-date information

KIKI ON THE RIVER RESTAURANT — MIAMI, FLORIDA

Accounting Intern

September 2018 to April 2019

- Update physical records and digital files to maintain current and accurate documentation in regards to inventory, sales, and labor costs
- Manage invoices and presented errors and discrepancies to management

Skills and Activities

- Languages: Fluent in English, Hebrew, and Spanish
- Computer Skills: Microsoft Excel, PowerPoint, Word, Access, Internet Research
- Activities: Played soccer at a highly-competitive level from early childhood through the end of high school including Orlando City (professional MLS club) academy, the US Olympic Development Program, and varsity high school soccer team; active participant in Care for Autism outreach