

## Nicole Hazoot

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**Profile:** Highly organized Business Operations professional with over 6 years of experience improving the flow of operations within my own and other small businesses. Ability to quickly and accurately handle tasks. Strong Microsoft Office (Word, Excel, Outlook) skills.

### Core Strengths:

- Time Management
- Attention to Detail
- Multi-tasking
- Bilingual (English, Hebrew)

### EDUCATION

Bachelor of Science Degree - Temple University, Philadelphia PA 2022  
Fox School of Business - Finance Major

High School Diploma - Northeast High School, Philadelphia PA 2016  
Aerospace Magnet Program

### EXPERIENCE

**Owner & Operations Manager - Nicolaluxe Studio, Philadelphia PA** 2019-2023

- Owned, operated and managed office operations at micropigmentation beauty salon, while attending college full time.
- Oversaw all aspects of daily operations: scheduling, budgeting, inventory management, sourcing and ordering supplies and client consultations, ensuring smooth workflow and high customer satisfaction.
- Conducted financial analysis and budgeting, monitored expenses, and maintained accurate financial records: improved profitability and cost control.
- Created SEO campaigns using Google Search Console & Google Analytics for search performance analysis, CTR optimization and SEO monitoring.

**Office Manager/Finance Administrator - Bob Koch Tree Service, Philadelphia PA** 2018-2019

- Maintain accounts including all account receivable and payable using Excel, reconciliation of all bank statements, bills, and deposits. Prepare quarterly payroll taxes and weekly staff payroll
- Track open invoices and contact customers for payment
- HR: Post jobs, conduct phone interviews, screen candidates, obtain new employee paperwork and handle employee workman's compensation

**Owner & Manager - ReconVinn, Philadelphia PA** 2016-2019

- Built a shopify website, e-commerce store, managing an online, imported luxury dress retail business
- Implemented and monitored website analytics to gain insights and make data-driven business decisions
- Conducted financial reporting and analysis to drive strategic decision-making and optimize financial performance.
- Utilized financial analysis and forecasting to optimize pricing strategies and maximize profitability.
- Vendor management, including maintaining relationships with international wholesale suppliers