

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