

Nika Fakhri

Newark, NJ | +1 (571) 444-9526 | Nikafakhri@live.com

EDUCATION

Master's In Management Concentration in Business Analytics

September 2022-Present

New Jersey Institute of Technology, GPA: 3.9

Newark, NJ

Relevant Courses: Data Mining & Analysis, Managing Technology & organizational Change, Project Management

Bachelor of Science in Management

January 2019- December 2021

School of Business, George Mason University, GPA: 3.36

Fairfax, VA

EXPERIENCE

Human Resources Manager and Business Analyst

June 2023-present

Blossend

Jersey City, NJ

- Developed innovative strategies aimed at enhancing marketing effectiveness and identifying investment opportunities to drive business growth.
- Collaborated with the executive team to drive product marketing and growth.
- Developed and implement effective recruitment strategies to attract top talent to our company.
- Identified and implemented improvements to hiring and onboarding processes, resulting in enhanced efficiency and new employee experiences.
- Collaborated with cross-functional teams to address employee concerns and promote a positive work environment.

Human Resources Team Lead

May 2021- December 2021

Campus Food and Beverage Network

Fairfax, VA

- Orchestrated end-to-end recruitment processes, including job description creation, application review, candidate interviews, and optimal candidate selection.
- Effectively managed team tasks and timelines via Microsoft Teams, Slack, and Email for streamlined coordination.
- Efficiently scheduled employee and intern shifts using the Homebase platform while collaborating with the executive board to execute impactful onboarding events.

Human Resources Intern

February 2021- May 2021

Campus Food and Beverage Network

Fairfax, VA

- Evaluated diverse resumes and cover letters for over ten candidates on Handshake platform.
- Conducted comprehensive interviews, identifying ideal candidates among four for roles spanning Marketing, Business Development, Brand Management, and Human Resources teams.

Event Management Assistant

September 2020 – May 2021

TEDx GeorgeMasonU

Fairfax, VA

- Provided logistical support in planning TEDx events for up to 100 participants.
- Worked as small team to coordinate Tedx Circles prior to Tedx GeorgeMasonU main event.
- Finalized the date and time of the events after discussing with other members.

Sponsorship Assistant

October 2019 – September 2020

TEDX GeorgeMasonU

Fairfax, VA

- Researched and contacted possible sponsors for the TEDx event with 100 participants that result in \$500 sponsorship for food.
- Contributed by sharing ideas for fundraising the organization.
- Provided a balance sheet with detail for every part of the organization using Excel.

International Student Advisor Assistant

November 2018 – May 2019

Northern Virginia Community College's International Office.

Alexandria, VA

- Utilized strong communication skills to assist international students regarding required paperwork.
- Assisted students to fill their application for college, enroll in classes, access their blackboard account.

Income Tax Coach

March 2018 – May 2018

Northern Virginia Community College's Financial Stability Program

Alexandria, VA

- Successfully completed training on the IRS Free File Program by Intuit, gaining expertise in tax preparation.
- Assistance to individuals during the 2018 tax season, filing tax returns, and receiving recognition for outstanding service through an award certificate.