

Niccolo Ortega  
454 W. Harvard St.  
Glendale, CA 91204  
(725) 666-5515  
[NFCOrtega89@gmail.com](mailto:NFCOrtega89@gmail.com)

**Objective:**

Dedicated and self-motivated entrepreneur graduate with proven leadership and organization skills seeking to apply my abilities in your company.

**Experience:**

**Warehouse Rep, Venum, Hawthorne CA**

June 2015-Present

- Managed Amazon Seller account and consistently updated inventory.
- Worked directly with warehouse manager to prepare shipping routes, assessed rates, determine most cost effective and expedient shipping methods, as well as assemble and ship out orders.
- Logged incoming shipments into database, processed and organized information and provide updated shipment information to customer and vendors.
- Authorized and inspected customer orders and returns.

**Campaign Manager, WilShine Events, Los Angeles CA**

June 2015-Feb 2016

- Effectively advertised and sold varieties of merchandise ranging from appliances, food and mechanical products.
- Strong ability to communicate and build interpersonal relationships with customers in a professional environment while exceeding monthly sales goals.
- Proven leadership talents, "team player" attitude and spirit while working with others through direct client interaction and customer service.
- Further developed multi-tasking capabilities with strong ability to plan, prioritize and troubleshoot campaigns during a fast-paced environment.
- Developed skills in interviewing and retraining individuals in order to build a strong marketing team.

**Management Information System Assistant, Interchemex Laboratories, Philippines**

April 2011-April 2015

- Improved business efficiency by creating management information spreadsheets to calculate labor and production cost.
- Maintained current knowledge of all products and their retail prices for vendors.
- Conducted surveys and translated information into measurable data by organizing production planning, inventory control, time and motion studies.
- Created weekly work schedules and production plan for employees.

**Teller/Clerk, International Currency Exchange, Los Angeles CA**

May 2005- Dec 2010

- Data-entry and scanned documents to create electronic files.
- Compiled, prioritized and organized information into local database.
- Cash handling experience with daily cash reconciliation.
- Demonstrated excellent customer service while maintaining current knowledge of foreign currencies and exchange rate.

**Education:**

**Southville International School and Colleges - Las Pinas, Philippines**

Bachelors of Science in Entrepreneurship, 2015

**Qualifying Skills:**

- Working knowledge of QuickBooks, Microsoft Word and Excel
- Bilingual in English and Tagalog
- Able to use Mac and PC

Reference available upon request.