

NHU H. RICHARDS

22 GRIGGS ST. N.
SAINT PAUL, MINNESOTA 55104.6834
e: NHURICHIE@GMAIL.COM
c: +1.651.955.4090

EXPERIENCES

ALCHEMY 365, OCT 2017 – PRESENT

747 Cleveland Avenue South, Saint Paul, MN 55116.1346

OPERATIONS LEAD – STUDIO EXPERIENCE LEAD – STRENGTH & CONDITIONING COACH

- Track first free week visits and returning high visits to prepare daily and weekly reports of prospective members for outreach sales and conversions
- Oversee and process monthly health reimbursement kickback for members through NIHCA
- Assist in coaching fitness classes, facility upkeep, and daily duties at Alchemy 365
- Supervise, instruct, and demonstrate the execution of proper body-weight and weight lifting movements and techniques-- including providing modification exercises with different variations when needed to meet and make all movements accessible to all participating athletes' needs and match warm-ups and cool-downs
- Cultivate a positive training environment that encourages team building, community, accountability, discipline and mentally and physically healthy member-athletes and team members

BELLECOUR, OCT 2017 – JUN 2018

739 Lake Street East, Wayzata, MN 55391.1712

EXPO & BACKWAITER – SUPPORT STAFF

- Lead both wait-staff and cooks to ensure speed of service was executed for all food orders
- Provided detailed verbal and written instructions to place orders with the chefs and assisted with completion of food plates as well as overseeing quality and appearance
- Assisted hosts, servers, and bartenders with guest needs
- Completed pre-shift and closeout responsibilities including: setting up the restaurant, bussing tables, running food, table setting and maintaining table settings by removing finished courses and replenishing utensils as necessary, and maintaining restaurant cleanliness and efficiently

FOSTER KLIMA & COMPANY, INC., JUL 2015 – SEP 2017

920 2nd Avenue South, Suite #1100, Minneapolis, MN 55402.4005

ACCOUNTS PAYABLE & OPERATIONS COORDINATOR | MAY 2016 – SEPTEMBER 2017

Accounting

- Managed, processed, and filed: AP/AR invoices, credit card transactions, check runs, deposits, reimbursements, commission reports, and Employee Assistance Program (EAP) reports
- Processed weekly vendor payments entails issue and assemble invoices with checks for review, place payments in envelopes and add required postage
- Produced monthly billing and invoice statements for agents
- Prepared, processed, and metered all outgoing mail with required postage
- Reconciled month-end bank transactions for Foster Klima's bank accounts

Compliance

- Maintained industry regulatory standards through Guardian Compliance Online System (COS)
- Acted as a liaison between Home Office and internal compliance to adhere to communication standards

New Business Desk

- Cross-train role entailed process and distribute incoming mail, ensure accurate opening of account(s) and completion of investment paperwork, obtain notaries, create and manage overnight UPS shipment labels for securities or licensing checks to appropriate Broker Dealers and Home Office

EXECUTIVE ADMINISTRATIVE ASSISTANT INTERN | JULY 2015 – MAY 2016

- Managed client databases between three advisors: client correspondence, case notes, and files
- Successfully transferred an investment book of business from Curian Capital to Brinker Capital
- Revamped Financial Advisors' Standard Operations Procedure Manuals: Administrative Duties, Life Insurance, Disability Insurance, Investments (NetX360), and Financial Planning Database
- Oversaw advisors' marketing campaigns via e-newsletters, posters, and personal website, developed and updated marketing collateral using Publisher, MarketEdge360, PowerPoint, Canva.com, and Paint
- Prioritized tasks to populate, complete, and submit all investment account forms and paperwork
- Worked as a liaison between the underwriter and proposed insured to move policy to issue
- Generated personal client audits for DI/Life insurance and investment accounts for review

EDUCATION & AWARDS

UNIVERSITY OF MINNESOTA – TWIN CITIES, SEP 2011 – MAY 2015

B.S. KINESIOLOGY, *HEALTH & EXERCISE SCIENCES*

POST-SECONDARY EDUCATION OPTIONS, SEP 2009 – MAY 2011

University of Minnesota – Twin Cities

2017 FUERZA TRACK SCHOLARSHIP, SPRING 2017

FUERZA TRACK RECIPIENT

- Bike track racing and mechanics course at the National Sports Centre Velodrome

CHICK EVANS CADDIE SCHOLARSHIP, FALL 2011

CHICK EVANS SCHOLAR RECIPIENT

- 4-year tuition and housing scholarship at the University of Minnesota - Twin Cities