Nicholas Kade Nip

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Education

The Graduate Center, City University of New York — Sept 2022
M.A., Political Science — GPA: 3.87

University of North Alabama — May 2020
B.A., Political Science (*Honors: Dean's List*) — GPA: 3.97

Relevant Skills

- **Programming:** HTML, JavaScript, Python, Microsoft Excel/Google Sheets Functions
- **Business:** Smartsheet, Microsoft Office Suite, Google Workspace, IBM SPSS Statistics, Zendesk, Notion, Trello
- **Soft Skills:** Analytical thinking, strong written communication, broad political and cultural literacy, attention to detail, passionate, inquisitive, personable

Experience

Mansueto Ventures
Assistant Marketing Coordinator — Aug 2021 – October 2022

- **Managing** the group subscriptions program for *Inc. Magazine* and *Fast Company* by communicating with an array of clients, ranging from small businesses to Fortune 500 companies.
- Constructing the Issue Live Newsletter for *Inc. Magazine* and *Fast Company* by **curating** marketable articles, podcast episodes, and videos from the brands' respective websites.
- Independently proposed, designed, implemented automation using **Smartsheet** to announce client subscription changes and upcoming expirations via Slack, increasing sales by **up to 70%**, improving overall client retention, and enabling **effortless tracking and maintenance** of client accounts.
- Designed, implemented method to associate subscription data with relevant metadata using **Microsoft Excel functions** to rectify data correctness issues in database with over 7,000 subscriptions.
- Updating **HTML** on the company's websites to include information from client contracts and licenses.
- Building **custom payment portals** for clients with multiple subscriptions, enabling digital payment and circumventing more lengthy payment processes.
- Compiled a **competitive analysis** for 10 relevant journalism sites, enabling the UX team to identify areas of improvement on Mansueto Ventures' digital properties.

University of North Alabama, Department of Politics, Justice, Law, and Philosophy
Teaching and Research Assistant — Sept 2018 – May 2020

- Implemented the Verbs in Context System of operational code analysis to **evaluate hundreds of statements** made by government officials during the Rwandan Genocide and in the lead-up to the Srebrenica massacre in order to construct an early warning system for genocide in conflict-ridden states.
- **Taught four sections of three courses** of my own design in parliamentary procedure, international organizations, and international relations to classes of up to 30 students.

Professional Affiliations

- **President and Head Delegate,** Model United Nations Association at UNA — Fall 2018 – Spring 2020
- **President,** College Democrats at UNA — Fall 2015 – Spring 2017
- **Treasurer,** Mock Trial Association at UNA — Spring 2016 – Spring 2017