

Nicholas J. Bass

(562) 743-5434

nickbass12@gmail.com

LinkedIn: /nickbass128161

Aerospace Corporation
2310 E. El Segundo Blvd,
El Segundo, CA 90245

2 May 2016

Hello Aerospace Business Intelligence Team,

I want to express my interest in your Business Intelligence Internship. I believe my background in clerical work and customer service will benefit your team and its work.

My responsibilities as a student clerical assistant include supporting daily operations of the University textbook office in preparation and maintenance of course materials, as well as creating, processing, and stocking purchase orders for product shipment. On a daily basis I am responsible for placing orders with wholesalers and publishers, researching and tracking open invoices, and updating course information.

As a technician's assistant for King Bee Mechanical I practice problem solving and attention to detail in the large and small scale of operations as well as being responsible for office organization, logging job information, and financial management.

Throughout my courses in Information Systems I have learned to gather data, analyze trends, and communicate results. During the end of term buyback last December, one of our busiest times, I was in charge of using logistics to optimize station coverage. I gathered raw transaction information and generated a report to determine which times throughout the day require more or less coverage.

My experience has taught me how to communicate and work well with a team to complete personal tasks as well as team tasks. Through my time in scouting I learn how and when to lead a team and work within groups to achieve goals to better the whole organization.

My resume provides additional information on my background and qualifications. I look forward to meet with you soon to discuss my future with The Aerospace Corporation.

Thank you for your consideration,

A handwritten signature in black ink that reads "Nick Bass". The signature is written in a cursive, slightly slanted style.

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Education

California State University Long Beach

Major: Business Administration - Management Information Systems

Fall 2012 - Present

Minor: Web Technologies & Applications

Fall 2014 - Present

Current Cumulative GPA: 3.207

Expected Graduation

May 2017

Work Experience

Forty-Niner Shops Inc.

- o Student Clerical Assistant

Nov 2014 – Present

- Create, process, and receive purchase orders
- Assist in determining appropriate order amounts based on sales trends
- Analyze customer trends to maintain proper station coverage
- Generate reports to improve Buyback efficiency
- Organized a Digital Textbook marketing campaign

- o Book Information

Fall 2013 – Nov 2014

- Provided exceptional customer service to students and staff alike
- Created a welcoming environment for customers
- Supported Frontline cashiers and cross trained employees

Long Beach Area Council – Boy Scouts of America

- o Sea Base Aquatics Summer Day Camp – Office Manager

Jun 2014 – Aug 2014

- Managed office and office obligations
- Provided customer service and support to campers and parents
- Registered campers

- o Sea Base Aquatics Summer Day Camp – Office Manager

Jun 2013 – Aug 2013

- Managed office and office obligations
- Simplified and consolidated camp processing system
- Generated seasonal financial reports

King Bee Mechanical

- o Office Assistant

Aug 2013 – Present

- Catalogue Delivery Tickets, Invoices, and Statements
- Record job information
- Document & Deposit Checks

- o Technician's Assistant

Aug 2012 – Present

- Installed industrial and residential HVAC systems
- Solving problems unique to each job site

Volunteer Experience

ΠΚΦ Push America/The Ability Experience

Jan 2013 – May 2015

Eagle Scout Projects

July 2006 – Mar 2012

Extracurricular Activities

Boy Scouts of America

Sept 2000 – May 2012

Eagle Scout

March 28, 2012

- Lead scouts in building, installing, & refurbishing kindergarten play area
- Communicated between Troop, School, & Long Beach Unified School District
- Organized & fundraised an \$1,100 Project

Tae Kwon Do

2000 – 2009

Second Degree Black Belt

Nov 2006

First Degree Black Belt

Dec 2003

ΠΚΦ Pi Kappa Phi Fraternity

Jan 2013 – May 2015

- Class Secretary

AMA American Marketing Association

Sept 2014 – May 2015

ISSA Information Systems Student Association

Sept 2015 – Present

Leadership Training by Edward Professional Advisors

Oct 2015 – Dec 2015

Skills

- Microsoft Office
- Word, PowerPoint, Excel, Access, Project, Visio
- Event Planning
- Eagle Project 2012
- Excel Business Modeling
- Customer Service
- Application Programming Python
- Web coding
- WordPress, HTML, CSS, JavaScript, JQuery, PHP

Interests

- Camping
- Hiking & Backpacking
- Fishing
- Skiing
- Surfing
- Canoeing