

Nicholas J. Bass

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Education

California State University Long Beach

Major: Business Administration - Management Information Systems

Minor: Web Technologies & Applications

Current Cumulative GPA: 3.207

Expected Graduation

Fall 2012 - Present

Fall 2014 - Present

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