

NIKITA SHEREMET

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Education:

Bachelor of Commerce 3rd Year, Ted Rogers School of Management, Ryerson University

- Business Administration, Major: Economics and Finance GPA: 3.42
- Extended Focus in Statistical Analysis

Professionally Related Skills:

- Excellent oral and written communication with 5+ years of presenting reports both written and before large groups.
- Excellent ability in time management developed through completing many projects both in a professional and academic setting.
- Advanced and proficient interpersonal skills and conflict resolution abilities developed through collaborating with many different people in a wide variety of professional and educational settings.
- High degree of attention to detail that allows me to complete tasks with a high degree of effectiveness and efficiency developed by working with large customer databases and inventory lists.

Technical Skills Profile

- Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint), 2+ years' experience
- Advanced level of proficiency with using Google Analytics & Google Business Suite (Sheets, Docs, Slides), 2 year experience
- Proficient with R, SPSS, and Stata, 1 year experience
- Basic level of expertise within Quickbooks Enterprise, 1 year experience
- Basic level of expertise with MySQL, < 1 year experience

Employment History:

Assistant Showroom Manager, Appliance Haus

1/2/2014 –

- Created databases using excel, to allow for forecasting of inventories and employee management. Worked with data sets containing 5000+ points of information and created reports to help the store manager make relevant and informed decisions.
- Collected and organized daily incoming lead information/existing customer information. Maintained customer databases and inventory lists through Google Sheets and Quickbooks Enterprise.
- Coordinated and organized marketing campaigns aimed at increasing social media presence within target market segment. Increased post reach by 80%, and likes per post by 50% while staying within the target budget of \$5000 over 3 months.

Senior Camp Counselor/Chair of Marketing and Media Relations, Ruskoka Camp

12/14/2014 – 03/05/2016

- Organized and coordinated multiple camp out trips. Lead 50+ children and delegated appropriate tasks to 12+ counsellors.
- Resolved/acted as a mediator for numerous conflicts between campers and/or staff in a professional manner
- Managed marketing operations for Winter Palace Ball fundraiser. Handled a budget of \$1500 used for advertisements in various mediums (print, radio, media).

Student Group Involvement:

Founder/President, Ryerson Rock Climbing Club and Team (RUClimbing)

09/01/2016 -

- Organize weekly climbing meetups. Encourage existing members to attend meetups on a regular basis to grow community within the club.
- Organize fundraisers and campus events to promote club. Increased meetup attendance by 50% over the past 4 months.

Finance Associate/Fast Program Coordinator, Ryerson Financial Planning Association (RFPA)

09/05/2016 -

- Develop and present detailed budget breakdowns for events hosted by RFPA. Secured over \$1000 worth of funding for events during the Fall 2016 semester.
- Developed and coordinated Financial Advisory Skills Training (FAST) program within RFPA. Increased membership rate by 150% by developing proper CRS database system which was then used to create more comprehensive marketing strategies.