

NICOLE FORRESTER

community.mis.temple.edu/nforrester

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: December 2016

MAJOR: Management Information Systems | GPA: 3.65, Major GPA: 3.85

TECHNOLOGY SKILLS:

HTML, CSS, Wordpress
Adobe Photoshop & Illustrator
Final Cut & DVD Studio Pro

EXPERIENCE: CandiDate, Philadelphia, PA August 2015 – Present

Business Analyst

- Design expansion strategy and implement business processes to facilitate it
- Assist Director of Business Development in gaining client and candidate leads
- Plan candidate meet-and-greets to large corporate and local business sponsored events

Treehouse Ops, Philadelphia, PA May 2011 – Present

Freelance Work in business development, website & graphic design, and event planning

- Collaborated with clients on strategy to accomplish business goals and produced creative options including website redesign, video production, and promotional events
- Designed wide range of materials from logos and business cards to full scale sales and conference materials leading to increased conversion rates of up to 4 times original

City Councilor Bobby Henon, Philadelphia, PA Summer 2014

Director of Communications for Henon's Philly Play Summer Initiative

- Developed PR strategy for citywide rec center summer program with press interviews, pop up events, and grassroots outreach, resulting in 100% of camper quotas filled
- Coordinated staff from all city council offices on PR timeline and execution
- Designed promotional literature and arranged distribution to over 100,000 school children

Energize Inc, Philadelphia, PA May 2013 – May 2014

Online Bookstore & IT Manager

- Maintained and updated bookstore website along with Energizeinc.com
- Processed orders for larger distributors, organizations, and individuals
- Promoted new titles, and managed email marketing with Constant Contact
- Formatted new e-publications and designed advertisements

Leigh Wintz Consulting LLC, Philadelphia, PA April 2011 to May 2013

Executive Assistant

- Provided support and remotely resolved problems that arose during travel
- Supervised projects while Leigh Wintz traveled, such as managing home office renovations and maintaining day-to-day activities
- Handled all computer and technical issues including networking and researching any equipment purchases

ACTIVITIES & VOLUNTEER WORK:

Theater reviewer for Phindie.com September 2013 – Present

Writer for Geekadelphia.com December 2014 – Present

Member of Citizen Diplomacy International September 2015 – Present

International volunteering: Spain, Turkey, England: Summers, 2013 & 2015

Pursued interests in activities like horseback riding, yoga, and sailing, by contacting companies abroad and offering design services in exchange for room, board and recreation

