

Nicholas E. Artillio

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87 Cedarbrook Drive | Churchville | PA | 18966 | 267.393.1439

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: January 2015
Major: Accounting | Minor: Management Information Systems
GPA: 2.95 | Major GPA: 3.09 | Total expected credits: 132

Selected Courses:

Federal Taxes on Income	Business Communications
Auditing	Business Society and Ethics

ACTIVITIES: Intramural Flag Football Team Leader (Fall 2012, Fall 2013)
Volunteer Income Tax Assistant (VITA) (Spring 2013)
Dean's List: Bucks County Community College (Fall 2010)

EXPERIENCE: TEMPLE RESEV, LLC, Philadelphia, PA June 2013 – Present

Accounts Payable

- Maintain accounting records and process daily financial transactions through QuickBooks for a real estate developer with over \$1 million in annual revenue.
- Serve as intermediary between property management company and sub-contractors to resolve maintenance requests for over 150 Temple students.
- Design and implement a company website and social media campaign targeting Temple University students as prospective tenants.
- Organize a trade show booth for the 2014 ISPA Expo in New Orleans and built relationships with potential customers both during and after the trip.

KEYSTONE REDEVELOPMENT, Bristol, PA May 2011 – August 2011

Construction

- Restored old warehouses into condominium, retail and office space by redeveloping old infrastructure one project phase at a time.
- Trusted to maneuver major company assets such as forklifts, scissor lifts, power tools and company vehicles as part of daily operations.

TAORMINA'S PIZZA & PANINI, Richboro, PA August 2008 – May 2012

Server, Deliverer, Counter-man, Busser

- Provided exemplary customer service for a 52 seat, fine-dining restaurant specializing in Italian cuisine.
- Evaluated, ordered and replaced new inventory on an as-needed basis.
- Earned and kept track of hundreds of dollars of revenue for the establishment on a daily basis.

SKILLS:

- QuickBooks Accounting Software
- Microsoft Excel, Access