

## Nicole L. Brooks - Latimore

[tuf02271@temple.edu](mailto:tuf02271@temple.edu)

---

5130 Viola Street | Philadelphia | PA | 19131 | tel: 215.768.1281

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, May 2016**  
MAJOR: Accounting

### ACTIVITIES & AWARDS

*Member, National Association of Black Accountants, 2013 - present*  
*Volunteer, Negro League Memorial Park Committee, 2002-2006*  
*Volunteer, Business Association of West Parkside, 2002 - 2006*

### BELL & NELSON SERVICES GROUP, LLC

#### **Administrative Assistant**

July 2012 – October 2012

- Assisted with recruiting and staffing solutions for 25+ clients and prospective clients with direct hire, temp to hire, on call, permanent placement, and employee transfer services.
- Organized ACT! Database consisting of 2000+ contacts.
- Initiated, negotiated, and procured a 2 year staffing contract covering 50 subcontractors with the Universoul Circus.

### JACKSON BAILEY STAFFING SERVICES, LLC

#### **Office Manager**

March 2009 – January 2012

- Managed, scheduled, and coordinated office functions and activities for a six-person staffing agency.
- Processed accounts payables, accounts receivables, and payroll in QuickBooks.
- Developed office systems that organized and controlled documents, database, and filing process, which decreased, paper waste and management cost and increased productivity.

### GRATZ COLLEGE

#### **Executive Assistant to the President**

February 2008 – April 2008

- Provided administrative support to the President, 24 Board Members, 66 Faculty Members, and 32 Staff Members for an institution of advanced Jewish learning.
- Prepared agendas and minutes for Board Members in a timely and accurate manner.
- Assisted Business Office with entering over 100 student payments on Blackbaud in order to meet their deadline.

### PHILADELPHIA BUSINESS & TECHNOLOGY CENTER

#### **Office Manager**

January 2003 – February 2008

- Assisted Building owner with daily operations for the leasing office of a 6 story commercial building, housing over 40 businesses, including the Discovery Charter School and West District Welfare Dept.
- Coordinated the 1<sup>st</sup> Annual Business Association of West Parkside Business to Business Networking Event, that had over 100 attendees.
- Accounted for 25% of the planning work done which resulted in \$2 million contributions for the construction of the Philadelphia Stars Negro League Memorial Park.

### SKILLS & LANGUAGES

- MS Word, MS Excel, MS PowerPoint, MS Publisher, Sage ACT, Quicken, QuickBooks Pro, Blackbaud