

NICHOLAS ONDO

Local Address:

1846 North 16th Street
Philadelphia, PA 19121

Permanent Address:

543 Sherman Road
Springfield, PA 19064

OBJECTIVE:

Establish a strong background in the Risk Management and Insurance field and eventually hold a job with advancement potential as an underwriter, broker, or risk manager.

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, May 2015

Major: Risk Management and Insurance

Scholastic Averages: Overall GPA – 2.60, Risk Management and Insurance GPA – 3.00

Related Courses (Completed by May 2014):

- Life and Health Insurance and Employee Benefits
- Property and Liability Insurance Coverages
- Financial Accounting
- Business Statistics
- Professional Development Strategies
- Introduction to Risk Management
- Managerial Accounting
- Business Society & Ethics

Honors and Activities:

Gamma Iota Sigma Professional Risk Management, Insurance and Actuarial Science Fraternity, Fall 2013 – Present
Student Member, Delaware Valley Chapter of RIMS, Fall 2013 – Present

EXPERIENCE:

Maxi's Pizza and Bar, Philadelphia, PA

Bartender, January 2012 – Present

- Work on a small team of 1-2 bartenders to serve 100 to 300 guests per night in a casual fast-paced bar
- Coordinate opening and closing procedures which include balancing drawers, thorough cleaning of the bar and dining area, and stocking the refrigerator and bar for the next day's use
- Promoted from pizza counter assistant to bar back and ultimately bartender; utilizing customer service, multi-tasking abilities and menu knowledge to sell food and beverages

Broomall Rehabilitation and Nursing Center, Broomall, PA

Culinary Aide, July 2008 – January 2012

- Delivered hot meals to 300+ elderly residents 3 times a day at a nursing home.
- Refined the ability to work in a team by not only communicating with a diverse group of coworkers but also suggest ways to delegate duties to most efficiently accomplish tasks required.
- Trained 3 new employees monthly on policies, procedures, and duties to each position in the kitchen.

E.T. RICHARDSON MIDDLE SCHOOL, Springfield, PA

Custodial Team, June 2008 – August 2010

- Cleaned, sanitized, and refinished floors in classrooms and throughout the building for a public school in preparation for the school year
- Managed a team of 6 peers and coordinated weekly schedules, delegated assignments, created action plans and resolved issues for cleaning the entire building
- Trained and handled heavy duty scrubbing machines and advance floor finishing machines in order to efficiently and refinish floors

COMPUTER SKILLS:

Microsoft Word, Outlook, Excel, and PowerPoint

NOT WILLING TO RELOCATE