

Nicholas Koutani

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EDUCATION

C. T. Bauer College of Business, University of Houston, Houston, Texas

Bachelor of Business Administration in Finance

May 2022

Cumulative GPA: 3.714

EXPERIENCE

Texas Direct Bindery & Letterpress, Houston, Texas

April 2018 - August 2019

Sales and Project Manager

- Maintained and Served as lead sales representative for 6 printing accounts
- Processed and Invoiced \$1,000,000 dollars in sales over a 15-month period using QuickBooks
- Managed over 15 employees for one to two daily shifts
- Revamped work processes on workflows to increase efficiency in order to meet strict deadlines
- Reconciled checks with electronic records and generated outstanding invoice reports

ACADEMIC PROJECT

Comcast Corporate Project

University of Houston, GENB 3302: Connecting Bauer to Business

Fall 2019

- Collaborated with 7 other team members to conduct an in-depth analysis for comcast on how to keep and increase video market share and customer relationships within the everchanging competitive market
- Conducted research on what consumers sought valuable in TV service providers and on how Comcast can increase awareness of their new streaming products
- Assisted in delegating tasks to other group members
- Managed communications between the group and Comcast representatives to provide status updates
- Presented the findings to corporate executives in the marketing department of Comcast

COMMUNITY INVOLVEMENT

St. George Orthodox Christian Church

December 2014 - Present

- Facilitated and guided 10 alters boys into executing church service
- Assisted in the development and management of 3 youth summer camps in addition to educating them about various aspects of the Church
- Managed and partook in both the organization and assembly of backpacks and care packages for underprivileged communities in the greater Houston area

HONORS AND AWARDS

- Dean's List: Spring 2018, Fall 2019, Spring 2020
- Academic Excellence Scholarship: Fall 2017, Spring 2018

ACTIVITIES

Undergraduate Real Estate Scholars of University of Houston

Fall 2019 - Present

SKILLS

- QuickBooks, Microsoft Word, and Microsoft Excel