**Nicholas Mendillo** (617) 347-9651• nicholasmendillo@gmail.com • Stoughton, MA 02072

***Summary of Qualifications***

Professional with strong numerical and analytical skills who can work in a fast-paced environment either in a team environment or individually. Highly computer literate with excellent written and verbal communication skills.

I am an organized and deadline-driven individual with a positive attitude and an attention to detail with excellent problem-solving skills. Understanding of tax accounting and account reconciliation.

***Experience***

**Self-Employed**, East Greenwich, RI

*Business Development Consultant* December 2015 – November 2019

* Worked for two companies simultaneously helping them attract new clients.
* Analyzed business operations and made suggestions to improve efficiency.
* Implemented new procedures to improve profitability and customer retention.

**Green Roots**,Grand Junction, CO June 2010 – October 2015

*Partial Owner/Consultant*

* Bought into and helped open and establish a medical marijuana dispensary.
* Established standard operating procedures to coincide with state laws.
* Created relationships and contracts with cultivators and other vendors.
* Analyzed demographic research for effective marketing programs to maximize value spent on advertising.
* Completed all aspects of accounting and tax compliance.

**State Street**,Boston, MA February 2008 – May 2010

*Fund Accountant*

* Assist with the accurate and timely production of required reporting/statements
* Book journal entries for cash and non-cash related transactions on monthly and quarterly basis.
* Ensure positions are valued correctly.
* Verify that corporate actions have been processed accurately.
* Process and review fund capital activity.
* Perform and assist with the review of cash and position reconciliations.
* Coordinate with other departments on miscellaneous fund queries and reconciliations.
* Process and review various accounting transactions.

**Quirk Chevrolet**,Quincy, MA July 2007 – January 2008

*Marketing & Sales Administration*

* Identify and interview prospective clients, conduct customer needs analysis and advise all clients on vehicle selection according to personal and financial criteria.
* Responsible for all aspects of negotiating/finalizing price for vehicle sales from start up to closing, including determining final retail cost and cost allowance for trade vehicles, preparation of sales quotations and sales contracts.
* Analyze financial requirements; coordinate and complete all finance arrangements, including car loan procurement and/or cash payments.
* Promote/highlight additional products to customers, such as accessories or after-sales service.
* Schedule, coordinate and complete all associated paperwork and pre-delivery inspections.
* Inventory monitoring and control by assessing and maintaining all appropriate levels of vehicle inventory.
* Data entry to update stock lists, complete and coordinate orders for new cars from manufactures as well as used vehicles.
* Performed all requisite customer sales administrative functions including resolution of client issues.
* Supervise and monitor all associated vehicle road tests.

***Education***

**Colorado Mesa University**, [\_\_], CO

*Bachelor of Science, Business Administration, February 2008*

Honors: [\_\_]

Activities: [\_\_]

***Certifications, Skills & Community Service***

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