

Nicholas Mugavero

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EDUCATION

Illinois State University

B.S. in Marketing

Normal, IL

May 2021 (Expected)

Joliet Junior College

Cumulative GPA: 3.5

May 2019

Associates Degree in Arts

Joliet, IL

PROFESSIONAL EXPERIENCE

Joliet Junior College

Joliet, IL

Admissions Office Student Worker and Tour Guide

July 2017 – July 2019

- Obtained proficient skills in public speaking by providing hundreds of admissions tours to perspective students
- Reviewed and updated confidential student account information
- Led a team of 10 during Joliet Junior College Open House tours grossing over 600 perspective students
- Earned the highest overall performance review score out of seven admission office student workers

Jewel-Osco

Tinley Park, IL

Grocery Clerk

November 2016- July 2017

- Restocked shelves to provide complete customer experience to Jewel-Osco customers
- Provided exceptional customer service by going beyond Jewel-Osco expectations
- Maintained cleanliness of store to ensure safety of customers and staff
- Organized shipments of new products while being delivered to store

INVOLVEMENT & LEADERSHIP

Alpha Kappa Psi Professional Business Fraternity

Normal, IL

Pledging Member

September 2019- Present

- Conduct 54 interviews with active members to better understand member experiences
- Communicate with high level business executives through professional development events
- Volunteer in service events to help surrounding communities in need
- Attend weekly professional development workshops

Scrunchtime

Normal, IL

Vice President of Finance

September 2019-Present

- Co-founder of non-profit organization servicing Bloomington-Normal area
- Create master budget to correctly allocate funds to increase profits in all areas
- Delegate tasks to committee to accomplish previously set goals
- Forecast sales projections to complete accurate purchasing of supplies

Sports Business Society

Normal, IL

Member

September 2019- Present

- Participate in weekly meetings to delegate organizational tasks
- Network with executives within professional sporting leagues to increase knowledge on the industry
- Produce events to increase professionalism for current members
- Attend professional sporting events to better understand gameday logistics

PROFESSIONAL SKILLS & AWARDS

- Microsoft Office
- Google G Suite
- Google Analytics
- Joliet Junior College High Honors