

NICHOLAS D. ROBERTS

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- OBJECTIVE** A position in corporate finance using proven problem-solving, analytical and interpersonal skills.
- EDUCATION** UNIVERSITY AT BUFFALO
Master of Business Administration, expected May 2015
Concentrations: **Finance** and Information Systems & E-Business
GPA: 3.8/4.0
- CANISIUS COLLEGE
Bachelor of Science in Business Administration, September 2010
Concentration: **Finance**
GPA: 3.3/4.0
- EXPERIENCE** **ADVANTAGE COMPANY**, Williamsville, New York
Operations Manager/Analyst, 01/2011 – 05/2013
- Helped to reduce company's \$1 million dollar account receivable to \$400,000 in 18 months without a significant reduction in sales volume
 - Negotiated a rate decrease with check guarantee vendor resulting in a \$5,000 savings
 - Trained wholesale sales representatives in the check guarantee process which results in a 98% approval rate for bad checks submitted for coverage
 - Reduced internal check float time from three days to one day
 - Evaluated credit for new accounts which helped reduce bad debt and days' sales outstanding
 - Acted as relationship manager between the company and its sales representatives
 - Created database reports with the help of our MIS professionals to provide essential information for operational analysis
- PRAXAIR, INC**, Tonawanda, New York
Corporate Audit, 09/2010 – 08/2011
- Conducted year-end compliance audits of production facilities throughout the United States
 - Created an audit profile for the company's Medigas division
 - Recognized relatively high telephone expenses for an expatriate officer and developed a solution to minimize this expense with the help of the telecommunications department
 - Recognized areas for improvement and discussed alternative solutions with local management after participating in a month long accounting and operational audit of plant facilities in China
- M&T BANK**, Buffalo, New York
Finance Intern, Summer 2010
- Analyzed float operations of newly acquired bank for Assistant Vice President of Technology and Banking Operations
 - Recommended how to minimize cost of combined float operations
- COMPUTER SKILLS** Proficient in Microsoft Office (Word, PowerPoint, Excel and Access), Microsoft Front Page, Basic HTML, Dynamic HTML, Lotus Notes, Lotus Smart Suite
Familiar with Adobe Pagemaker, Visual Basic, Visual C++, JavaScript, Java
- ACTIVITIES/ AFFILIATION** **Vice President** of the Graduate Management Association (GMA)
Webmaster for the National MBA Consortium and GMA web sites
Volunteer Practice Interviewer for the School of Management Career Resource Center
Member of Winning Team in the IBM Career Advantage Competition