

Nikolas Flocas

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## OBJECTIVE

## EDUCATION

B.S., Business Administration, Concentration in Management Information Systems (MIS)

San Jose State University, San Jose, CA, GPA 3.1

Relevant Coursework: Systems Analysis and Design, Intro to Programming Python, Business Organizational Behavior, Business Ethics

## TECHNICAL SKILLS

Technology: Python, MS Word, MS Excel, Adobe Illustrator, Adobe Creative Cloud, SQL, Google Suite.

IT Techniques: Project Management, Data and process modeling,

## PROJECT EXPERIENCE

Systems Analysis Case Study, SJSU

Developed a plan for data organization, storage, and retrieval as there are data structures which are important in a company.

Had Group Projects every week and the goal was to analyze our case study and effectively create a small organization and conduct the planning, analysis, and design phases of the System Development Life Cycle (SDLC), using either a traditional or object-oriented approach.

Learned having to have a Framework for organizing, storing, and managing data, which comprises of files or tables that interact in various ways

Redesigned data entry system for a hypothetical manufacturing corporation

## WORK EXPERIENCE

Sales Associate, PAIGE October 2022-Present

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Sales Lead, ALDO May-August 2022

Cashier and BOH, Nick The Greek

TRAINED a team member on the fundamental business operations 4 times a week, resulting in proficiency in menu and POS systems. Uses techniques to help employees understand the fundamentals of how the restaurant functions and demonstrate how do them properly. Packed to-go orders and trained new hires on all aspects of the front and back of the house jobs.

## ACTIVITIES

President of Pancretan Youth Association (PYA)

Organize, plan, and facilitate monthly meetings. Work with the administrative board to set goals for the association. Organize parties and cultural events: secure venues and entertainment, ensure youth attendance through marketing initiatives, sell tickets, greet attendees.

Assistant Dance Director

Teach young dance group comprised of kids ages 10-13 years old how to Greek folk dance. Teach choreography, coach showmanship & stage presence. Serve as a mentor to increase dancer confidence and enjoy the art of folk dancing.

Member, Management Information Systems Association (MISA), SJSU