

# ERIC NELSON II

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## EDUCATION

Bachelor of Science, **Business Administration** with a concentration in **International Business**

Christian Brothers University, Memphis, TN, December 2017

**Computer Skills:** Microsoft Office (proficient in Excel), Google Analytics, Social Media Platforms, Familiar with SQL

## RELATED EXPERIENCE

**Research Associate**, *Economic Development Growth Engine (EDGE)*, Memphis, TN August 2016 – February 2017

- Researched statewide and nationwide incentive programs, organizing EDGE's PILOT archive and incentive recipient databases, planning new marketing and collateral materials for loan programs, and managing a scorecard of metrics for tracking economic performance.
- Conducted economic research for projects including:
  - Seven *Inner City Economic Development Loans (ICED)*: Three Sisters Deli, Dru's Place, Neighborhood Grocery, Knowledge Quest, South Memphis Alliance, Inc., Champion's Pharmacy and Herb Store, and Park Place Recycling & Logistics.
  - Three *Payment in Lieu of Taxes (PILOT)*: NuVasive, International Distributors USA, and W.M. Barr.
- Researched industry best business practices and presented findings to CEO to improve company efficiency.
- Contributed data and pictures, and proofread the quarterly report for 2017 Q1.

**Office Assistant**, *CBU School of Business; CBU Graduate & Professional Studies Office*, Memphis, TN, 2012 – 2016

- Maintained inventory and managed filing systems for the School, consisting of 22 faculty; Assisted faculty and students with queries and resolved basic concerns.
- Maintained 132 computerized transfer, inquiry, and applicant files for the Graduate Business Department; Compiled information from various resources and prepared explanatory graphs/charts as requested.

**Brand Ambassador**, GMR Marketing, February 2015 - May 2015

- Expanded the target market through strategic planning and determining new event venues in which to market products; Presented updates to management data from the marketing venues.

## ADDITIONAL EXPERIENCE

**Event Producer**, CFY Catering, November 2016 – Present; **Caterer**, Fuel Café, September 2016 – Present

- Simultaneously manage & execute multiple events of varying sizes at any one time, organizing catering events for movies, commercials, concerts and private events.
- Perform comfortably & effectively in fast shifting and constantly iterating environments and situations.
- Resolve problems and issues effectively, providing a recommended solution or course of action.
- Conduct on-site management of event execution for private dining; Manage and deliver in high pressure and multitasking situations; Draft invoices and track payment.

**Sales Associate**, Dixon Gallery and Gardens, November 2017 - present

- Track Sales and inventory; Conduct markdown reports, manage store replenishment, and create visual marketing displays; Provide customer service, answering questions and resolving complaints.

**Assistant Manager**, Frida's Mexican Restaurant, July 2016 – October 2017; **Server**, Seasons 52, Atlanta, GA, 2017

- Consistently exceeded monthly sales targets while maintaining low costs and employee turnover; Managed a \$20,000 per month purchasing budget.
- Developed an ability to work with people from all backgrounds, multitasked, and managed money.

**Host Training Coordinator**, Outback Steakhouse, October 2012 - March 2015

- Trained 30 new staff and collaborated with management to develop efficient training programs that are still in use; Maintained host book, including schedules, reservations and duties, ensuring restaurant operated efficiently.

## LEADERSHIP EXPERIENCE

**Delta Sigma Pi Professional Business Fraternity**, December 2012 – December 2016

*Vice President – Chapter Operations*, April 2016 – December 2016

- Managed and coordinated chapter operations for membership and finances; ensured chapter Executive Committee developed and maintained the strategic plan, in coordination with the Chapter President.

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### *Vice President – Recruitment & Scholarships/Awards, April 2014 – April 2015*

- Recruited new members and collaborated with Fundraising Representative to organize recruitment week events; Managed social media announcements and updates along with multi-media presentations for potential members.
- Revived dormant scholarship program for DSP members, awarding more than \$2,600.
- Resulted in an annual 20% increase in membership intake.
- 50th Annual Anniversary Banquet Committee Chair, raised \$2,300.

### **Black Student Association, Christian Brothers Chapter, Vice President of Activities; Member, 2012 – 2016**

- Oversaw activities including planning and committee development for 23 members; Planned voter registration week, successfully registering more than 70 students; Collaborated with the Vice President - Fundraising to plan a talent showcase that raised more than \$700 for the organization.

### **Annual Distributive Education Clubs of America (DECA) & Future Business Leaders of America Regional Conferences, Volunteer Manager, January 2013 – January 2016**

- Recruited and trained 60+ volunteers across three years to direct and assist participants for the Mid-South region; Developed and judged conference workshops for 800+ students each year.

### **Team Leader, Juvenile Intervention & Faith-Based Follow-Up (J.I.F.F.), Summer 2014**

- Coached and mentored multiple offending, at-risk juveniles ages 13-17 on life skills such as money management, planning, stress management, reading, math, and career development.

### **Tutor – Memphis Literacy Corps, Memphis City Schools, January 2012 - April 2012 and January 2013 - April 2013**

- Provided intensive tutoring to 4th grade students before the administration of the Tennessee Comprehensive Assessment Program (TCAP) with a 100% pass rate.
- Developed and taught routines to increase reading efficiency, including specific skill reading lessons.