

# Nicholas Berrios

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## SUMMARY

Results-driven Business Management graduate with the ability to work independently. Proven track record in strategic leadership, donor relations, and financial oversight. Experience managing teams of up to 45 people and securing over \$72,000 in funding. Seeking to leverage strong interpersonal and project management skills in a professional leadership role.

## PROFESSIONAL EXPERIENCE

**Campus Missionary** | Fellowship of Catholic University Students | *May 2024 – Present (1 yr 9 months)*

- **Business Development:** Independently secured \$3,000+ in recurring monthly donations through warm leads and cold calls, totaling \$72,000+ in capital raised over two years.
- **Building & Maintaining Relationships:** Managed a portfolio of 67 donors through consistent communication.
- **Mentorship & Training:** Facilitated character development and leadership training for 15+ college students through group sessions and 1-on-1 coaching.

**Accounting Intern** | Belmont Abbey Accounting & Treasury Office | *Jan 2024 – April 2024 (4 months)*

- **Financial Administration:** Supported the Treasury Office in daily accounting operations such as, data entry, reconciling accounts, and preparing invoices
- **Compliance:** Ensured accuracy in financial documents and invoices to help the college maintain records and track budgets.

## LEADERSHIP EXPERIENCE

**Team Captain** | Belmont Abbey College Cross Country | *May 2022 – May 2024 (2 yrs)*

- **Team Leadership:** Elected to lead and motivate a roster of 26 athletes, building and fostering a culture of accountability.
- **Recruitment:** Joined the coaching staff in engaging 6–8 prospective recruits and their families annually, serving as an ambassador for the program and the college.

**Coordinator** | Abbey Awakening Retreat | *July 2022 – Feb 2023 (8 months)*

- **Project Management:** Served as the primary coordinator for a large event, overseeing a staff of 45 personnel and managing all logistics, venue booking, and scheduling.
- **Budget Oversight:** Successfully managed and allocated a \$3,000 operating budget, ensuring all needs were met without deficit.
- **Public Speaking:** Acted as the primary emcee and spokesperson, speaking to large audiences and facilitating group discussions.

**Household Leader** | Hintemeyer Leadership Program | *Aug 2023 – May 2024 (10 months)*

- **Program Excellence:** Selected for a prestigious 4-year leadership scholarship program based on academic and character merit.
- **Group Facilitation:** Led weekly meetings and personal development sessions for 9 members to ensure program standards are upheld.

## EDUCATION

**Bachelor of Arts in Business Management** | Belmont Abbey College | *May 2024*

- **GPA:** 3.26
- **Honors:** Awarded \$34,000 in academic and athletic scholarships; National College Athlete Honor Society (Chi Alpha Sigma).

## SKILLS

- **Technical:** Microsoft Office Suite, Financial Reporting, Database Management.
- **Professional:** Public Speaking, Budget Management, Strategic Planning, Conflict Resolution.