

# 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