

Contact

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(LinkedIn)

Top Skills

Corporate Finance
Managerial Finance
Financial Services

Certifications

Remote Online Notary
Foundations of Leadership
Certificate 2
Negotiation Mastery
Diversity and Inclusion in a Global
Enterprise
Cultivating Cultural Competence and
Inclusion

Honors-Awards

Presidential Society Member - CSU
National Engaged Leader Award
Presidential Society Member -
Capella

Publications

Paperbacks and Kindle
©Journals by Nik

Nikki Giovanni H, M/DBA, MSM, CPhT

Small Business Owner at NES, LLC and Senior Payroll Tax
Associate at PrimePay
Toledo, Ohio, United States

Summary

An innovative adaptive entrepreneur, business owner, strategist, consultant, leader, and lifelong learner enthusiastic about business, finance, tech, and education. Extensive expertise in financial services, business management, HR, administration, negotiations, e-commerce, leadership, organizational development, quality performance improvement and more.

Experience

Nik's Entrepreneurial Service, LLC
Small Business Owner
2005 - Present (20 years)
Toledo, Ohio, United States

Consultant and Strategist
NW Ohio and Remote

Pro Services "The Jill of ALL Trades"
Ohio Notary and RON Certified

NESLLC is the parent brand for NES Consulting, NES Naturals, and Nik's
Vintage Boutique.

NESLLC is also a QuickBooks® Business Affiliate Program Member

PrimePay

Senior Payroll Tax Associate
November 2023 - Present (1 year 3 months)
United States

Financial Services:

Tax - Notices and Amendments

Work with complex tax regulations to ensure that all tax obligations are met on
time and in full.

Positions:

Payroll Tax Associate: April 2024 - November 2024

Contractor/Consultant: Dec 2023 - April 2024

A Pass Educational Group, LLC

VP of Finance and Administration

2017 - 2024 (7 years)

United States

Manage the company's financial and administrative operations and strategies. Finance, Admin, HR, IT, Recruiting, and Legal—Provided assistance to 2000+ individuals—employees, clients, third-party contacts, and contractors database.

Positions:

HR/IT Management Consultant (LLC Vendor) 2023- 2024

VP of Finance and Admin 2021 - 2023

Administrative Resource Manager 2020-2021

Talent Acquisition Coordinator/Assistant Director of Career and Tech Ed
2019-2020

Independent Contractor - Writer, CE, DE/LDE, ME, PM, SME, and ID
2017-2019

Intuit

Tax Expert

2016 - 2024 (8 years)

United States

Work directly with customers to answer tax questions and help them prepare their returns. Duties include but are not limited to tax research, tax forms review, team support (Q&A)- software support, and troubleshooting.

Seasonal Positions:

Contractor

Team Lead

Managers Assistant

Tax Support Specialist

Tax Associate

Multi-Domain Expert (MDE)

15 + Years of Tax Experience

Active PTIN Holder and AFSP Participant

Ross Education, LLC

Lead Instructor and CPhT, Pharmacy Technician Program

2012 - 2017 (5 years)

Sylvania, Ohio, United States

Launched the Pharmacy Technician Program from the ground up, including curriculum writing, copy editing, module reviews, and mock pharmacy (clean room) set up. Advisory board member, Pharmacy Technician Program keynote speaker, and program trainer. Evening Associate Instructor - Allied Health Programs

ITT Technical Institute

Program Chair and Faculty Member, School of Business and Project Management

2012 - 2016 (4 years)

Maumee, Ohio, United States

Manage programs and instructional staff within the School of Business and Project Management. Ensure proper instruction and delivery of curricula, and ensure that the learning environment meets the curricula requirements. Communicate performance expectations to instructional staff while monitoring performance (including conducting classroom observations), analyzing key performance indicators, providing coaching and feedback, evaluating performance, and recommending corrective actions.

Lecture all courses and labs within the Business and Project Management (Associate and Bachelors) Programs including curriculum writing, editing, updates, and reviews.

Curriculum Committee Board Member

Librarian and IT Program Sub

Education

Capella University

Doctor of Education (EdD), Performance Improvement

Leadership · (2019 - 2022)

Columbia Southern University

Doctor/Master of Business Administration, Business Administration and Management, General · (2013 - 2019)

Spring Arbor University

Master of Science and Bachelor of Arts, Management and Organizational
Development

Bowling Green State University

Master of Technology - MTech, Quality Systems