

## Contact

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(LinkedIn)

## Top Skills

Pharmacy  
Healthcare Information Technology  
(HIT)  
EOS

## 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

Amazon Author Central

# Nikki Giovanni H, M/DBA, MSM, CPhT

Owner (Strategist) at NES LLC and Senior Payroll Tax Associate at  
PrimePay LLC  
Toledo, Ohio, United States

## Summary

In addition to being an SBO, I've spent several years lecturing on business, finance, project management, and allied health courses at midwestern colleges and universities, serving as an adjunct professor, lead instructor, program chair, and curriculum committee member. I am a member of the National Society of Leadership and Success and the International Honor Society in Education. My educational background comprises extensive Master's and Doctoral studies in management, business administration, education, performance improvement, and leadership.

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## Experience

### Nik's Entrepreneurial Service, LLC

Owner and Strategist  
2005 - Present (21 years)  
Toledo, Ohio, United States

Consulting and Pro Services

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  
December 2023 - Present (2 years 3 months)  
United States

Financial Services:

Payroll Tax - Work with complex tax regulations to ensure that all tax obligations are met on time and in full. Federal and State Amendments  
(Trainer)

Positions:

Senior Payroll Tax Associate: October 2024 - Present

Payroll Tax Associate: April 2024 - October 2024

Contractor/Consultant: Dec 2023 - April 2024

Intuit

Tax Analyst

2016 - Present (10 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:

Tax Analyst

Contractor

Team Lead

Tax Associate

Managers Assistant

Tax Support Specialist

Multi-Domain Expert (MDE)

15 + Years of Tax Experience

Active PTIN Holder and AFSP Participant

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 the contractor database (US and International)

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

### 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

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## Education

### Capella University

Doctor of Education (EdD), Performance Improvement Leadership

### Columbia Southern University

Doctor-Master of Business Administration, Business Administration and Management, General

Bowling Green State University

Master of Technology - MTech, Quality Systems

Spring Arbor University

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

Professional Skills Institute

Associate of Science - AS, Health Information/Medical Records Technology/  
Technician