

# Nico Georgiades

CAPM Certified | Project Coordination | Operations Management  
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Business management graduate and CAPM-certified professional with experience coordinating operations, managing vendor relationships, tracking budgets, and overseeing fast-paced business activities. Proven ability to manage competing priorities, improve workflow efficiency, and communicate effectively with clients and stakeholders. Seeking an entry-level project management or project coordination.

## CERTIFICATIONS

- Certified Associate in Project Management (CAPM) – Project Management Institute

## EDUCATION

**Bachelor of Business Administration - Management, May 2025**

**Evangel University, Springfield, MO**

- Founder's Scholarship Recipient - awarded through competitive two-day interview

## EXPERIENCE

**Owner & Operations Manager, Value Furniture Outlet | August 2023 – September 2025 | Springfield, MO**

- Managed day-to-day operations for a retail furniture business, coordinating deliveries, customer orders, vendor communication, and scheduling across multiple transactions.
- Tracked business expenses, monitored profit margins on inventory purchases, and managed operational budgeting to maintain cost control and support monthly revenue goals.
- Coordinated customer delivery logistics, resolved order and inventory issues, and handled time-sensitive scheduling changes to maintain customer satisfaction and operational flow.
- Negotiated with furniture suppliers and service providers regarding pricing, product availability, and delivery timelines to support inventory turnover and reduce operational delays.
- Implemented workflow improvements for order tracking, customer communication, and inventory organization, helping reduce missed follow-ups and improve overall operational efficiency.

**Sales Representative, Rumble Pest Solutions | May – July 2023 | Springfield, MO**

- Conducted door-to-door residential sales outreach, introducing homeowners to pest control service plans and generating new customer leads through in-person conversations.
- Guided customers through the full onboarding and service setup process, including explaining treatment packages, collecting account information, and scheduling initial service appointments.

## TECHNICAL & PROFESSIONAL SKILLS

Project Management | Cost Management | Communications Management | Scope Management | Agile Principles | Project Integration Management | Risk Management | Business Analysis Framework | Quality Management | Leadership & Team Collaboration