



# Nicholas Likiardopoulos

Greater Pittsburgh Region



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## Summary

Experienced project coordinator with strong communication and organization skills. I enjoy seeing a project come together with the team and providing results that please the client so that they feel confident with their technology.

In my free time I work on many creative projects as a designer and artist. My favorite creative projects are the ones that require multiple disciplines to come together to create something greater than the sum of what each individual skill offers.

Skilled in WordPress, Adobe Suite, and Microsoft Suite. Strong arts and design professional with a Bachelor's Degree focused in Management and Leadership.

## Experience



### Operations Coordinator / Client Support Specialist

Apogee IT Services

Jan 2020 - Present (1 year 5 months +)

- Project management and coordination
- Works with team to create and implement new process and automation for regular tasks
- Leads setup process for security awareness training
- Scheduling internal and client meetings
- Dispatch and scheduling for engineers remote and onsite
- Reviewing ticket and opportunities boards
- Creating professional looking presentations and client documents
- Schedules and puts together business reviews
- Creates employee training materials for internal and external use



### Intern: Project Coordinator

Apogee IT Services

Jun 2019 - Jan 2020 (8 months)

- Scheduled projects
- Designed process flow
- Consulted on timeline development



### Information Technology

Hellenic College Holy Cross

Oct 2017 - May 2019 (1 year 8 months)

- Initiated ticketing system that boosted documentation
- Created digital signage solution that saves an estimated \$900 a year
- Document all devices owned by Hellenic College Inc.

## **Founder**

Borazon Games LLC

2014 - May 2019 (5 years 5 months)

- Lead the Borazon Games team through first game launch
- Develop games
- Script experience in C# within Unity
- Model in Blender
- Delegate asset production

## **Web Designer**

Designs by 3G

Feb 2015 - Aug 2016 (1 year 7 months)

- Co-created modern responsive redesign for science museum: <http://exploration.org/>
- Communicated with new clients for design quote
- Launched four new websites over the course of a year

## **Intern**

Designs by 3G

Aug 2013 - Feb 2015 (1 year 7 months)

- Updated web pages
- Implemented fixes for design
- Instructed clients in use of their site

## **Education**

### **Hellenic College Holy Cross**

Bachelor's Degree, Management and Leadership

2016 - 2019

Student Government: Class of 2019 President

Campus Activities Board: Board Member

## **Skills**

Photoshop • Graphic Design • Game Design • Social Media • Research • Programming • HTML • CSS • Facebook • PowerPoint

## **Honors & Awards**

### **National Honor Society**

2015

### **Eagle Scout - Boy Scouts of America**

Dec 2014

Eagle Scout is the highest achievement or rank attainable in the Boy Scouting program of the Boy Scouts of America

### **Member of the Presidents List - Rev. Fr. Christopher T. Metropulos, President**

2017