

Nicholas Key

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Passionate and driven public servant with a desire to deliver results for the public interest. Seeking to maintain a full-time position that utilizes my skills pertaining to writing, teamwork, time management, organization, and problem-solving.

EDUCATION

University of Georgia <i>Master of Public Administration (MPA)</i> Concentration: Nonprofit Administration Pi Alpha Alpha Honor Society	Athens, GA Aug 2021 – Dec 2023 GPA: 4.00
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Georgia State University <i>Bachelor of Arts (BA) – Political Science</i>	Atlanta, GA Aug 2016 – Dec 2020 GPA: 3.54
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RELEVANT COURSEWORK

Public Management: Public Personnel Administration, Public Financial Administration, Public Management
Nonprofit Admin: Nonprofit Governance & Accountability, Funding Nonprofit Organizations, Grant Proposal Writing

EXPERIENCE

Catholic Charities Atlanta <i>Human Resources Intern</i>	Smyrna, GA Jan 2023 – Apr 2023
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- Participated in the hiring process by posting available jobs online and updating job descriptions
- Conducted reference checks for prospective hires
- Created and maintained staff personnel files
- Tracked compliance with required documentation
- Assisted in the creation/updating of HR-related forms
- Represented Catholic Charities Atlanta at the Young Catholic Professionals Career Expo

City of Covington, Georgia <i>Grounds Operations Technician - Airport</i>	Covington, GA Aug 2017 – Aug 2021
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- Refueled five to ten aircraft with Avgas and Jet-A fuels daily
- Conducted daily facility maintenance and maintained appropriate paperwork
- Used point of sale (POS) system to process daily customer transactions, typically ranging from \$50 - \$500. Additionally, used POS system to process monthly hangar rental payments, amounting to around \$5,000
- Engaged with customers and the public daily, both in-person and over the phone. Discussed aviation related topics, (requiring industry knowledge) rental car information, and local restaurants, hotels, and tourist attractions
- Aided supervisors in overseeing fuel inventory levels, as well as helped prepare for year-end audits

SKILLS

Work Style: Detail orientation, time management skills, organizational skills, intellectually curious

Problem-Solving: Teamwork, troubleshooting, inquisitiveness, creativity, resilience

Communication: Emotional intelligence, professionalism, high-quality writing, presentation skills, public speaking experience

CERTIFICATIONS

Dale Carnegie High Impact Presentations Course , <i>Dale Carnegie Training of Georgia</i>	Aug 2019
Dale Carnegie Sales Advantage Course , <i>Dale Carnegie Training of Georgia</i>	Nov 2018
Dale Carnegie Course (Human Relations) , <i>Dale Carnegie Training of Georgia</i>	Nov 2018

VOLUNTEER EXPERIENCE

Rotary Club of Loganville <i>Member, GRSP Chair, and Board Member</i>	Loganville, GA Sep 2021 – present
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Toastmasters 'R' Toastmasters Club <i>Member and Former Club Officer</i>	Snellville, GA Aug 2019 – present
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