

Nick Pullara

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813-352-6154

EXPERIENCE

Recruiting Account Manager, Pivotal Solutions; Great Neck, NY — Apr 2022-Present

- Building and implementing new training curriculums, creating and testing business processes, spearheading the business development team, recruiting clientele and maintaining professional relationships, keeping up with the latest technologies and trends in the IT and Tech space, setting and leading meetings with hiring managers and executives.

Associate Account Manager, Collabera; Tampa, FL — Oct 2021-Apr 2022

- Consulted with internal managers to identify client needs, sourced, contacted, and interviewed qualified technical job seekers, managed candidates throughout interview and hiring process, acted as a liaison between the Hiring Manager and qualified candidates, supported and partnered with both domestic and international offices to fill client needs, developed and maintained relationships with clients and consultants to build a professional work.

Assistant General Manager, Cru Cellars; Tampa, FL — Mar 2021-Sep 2021

- Launched new restaurant location, created and implemented efficient systems, developed and maintained relationships with clients and suppliers, hired and trained entire staff, curated cafe and wine programs, participated in meetings with owners, identified issues and presented successful solutions, tracked profits, analyzed trends, managed major orders, handled payroll, organized 30+ schedules.

Writer/Director, Frames Per Second; Boston, MA — Nov 2019-Dec 2020

- Wrote and pitched script, interviewed and hired crews, casted talent, rewrote scripts, led meetings, took production notes, scouted location, designed sets, created budget, ordered equipment, and handled all forms of communication with cast, crew, and college faculty.

Productions Coordinator, Massachusetts Production Coalition; Boston, MA — Aug-Dec 2018

- Utilized both Microsoft Office and Google Suite for meetings and communications, hired, trained, and scheduled of over 40 volunteers as well as designed and set up the expo's floor plan of 50+ vendors, coordinated travel and accommodations for VIPs and speakers, curated the daily agendas, and ordered of supplies and meals for my team and event guests.

Administrative Assistant, Haskell Pest Control — Summers 2015-2020

- Digitized and uploaded 40 years of documents, ordered office supply, recorded meeting notes, handled phone calls and email correspondences as well as general customer service, and promoted sales.

EDUCATION

Emerson College — BFA in Creative Writing (Dec 2019)

Florida State University — Abroad Programs (Sep 2017 - Dec 2018)

London, UK — British Literature

Panama City, Panama — Psychology

Florence, Italy — Art and Architecture in the Italy Renaissance

SKILLS

Writing Styles: Fiction, Nonfiction, TV, Film, Copywriting, Comedy (sketch & stand up)

Technology: Film and digital photography, film and digital videography, Final Draft, Final Cut, Lightroom, Canva, Slack, Google Suite, MS Office Suite, MAC, WordPress, Facebook, Twitter, Instagram, TikTok, LinkedIn Recruiter, LinkedIn Sales Navigator, Apollo, Agency Leads

Other: Level 1 Sommelier, story boarding, set design, public speaking, speech writing, speed reading, detailed organization, time management, fast paced multitasking, strong leadership skills, and conflict resolution skills