

Nicholas Findley

Saint Louis, Missouri
nick@nickfindley.com

Objective

To join a growing organization that values hard work and attention to detail. To further develop a strong brand presence for the firm. To foster increased and stronger communications with new and existing clients.

Skills and Experience

Self-starter and quick learner. Strong written, oral, and visual communication skills. Work well with teams or individually.

Proficient in graphic design and layout with Adobe Creative Suite programs (Photoshop, Illustrator, InDesign).

Proficient in web design and development (HTML, CSS/SCSS, PHP, MySQL, WordPress, SEO).

Competent in Microsoft Office programs (Word, Excel, Access, PowerPoint).

Established and developed a visual brand, website, and social media presence for the Dutchtown neighborhood to increase community engagement and visibility.

Education

Saint Louis Community College

GRAPHIC COMMUNICATIONS

JANUARY 2001–MAY 2004

30+ credit hours in graphic design, web design, and art.

Professional Experience

Collector of Revenue, City of St. Louis

IRS DATA EXCHANGE ANALYST & AUDITOR

JUNE 2018 – PRESENT

Collecting past due individual income taxes via an IRS data exchange program requiring strict data handling procedures. Developed data analysis procedures that led to a \$3 million increase in collections in 2019. Collaborating with IT Department to design and develop a new system to investigate business delinquencies and improve data analysis and auditing procedures.

BUSINESS TAX AUDITOR

FEBRUARY 2016 – JUNE 2018

Auditing and processing business income tax returns and assisting taxpayers with acquiring business licenses. Generated hundreds of thousands of dollars in previously uncollected taxes by elevating auditing standards.

PAYROLL TAX AUDITOR

FEBRUARY 2015 – FEBRUARY 2016

Processing, auditing, and reconciling withholding tax and payroll expense tax returns. Regularly increased collections taxes of unreported or underreported payroll.

CASHIER

JULY 2014 – FEBRUARY 2015

Payment processing and customer service in the Property Tax, Real Estate Tax, and Water Divisions. High-volume operations requiring efficiency and attention to detail.

Downtown Dutchtown

MARKETING CONTRACTOR

APRIL 2016 – PRESENT

Growing online presence, developing content for blog and social media, managing multiple social media channels, producing designed products for online and print, assisting with event coordination. Developed the DutchtownSTL.org website and shop, established neighborhood social media presence, designed visual brand.

Independent City

OWNER/OPERATOR

MARCH 2019 – PRESENT

Launched an online apparel shop. Designing products, developing a brand and social media presence, managing orders and payments.

References and
portfolio examples
available upon request.

[linkedin.com/in/
nickfindleystl/](https://www.linkedin.com/in/nickfindleystl/)