

Nerissa Dorlus



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(786) 273-2623



Boca Raton, FL

EDUCATION

Boca Code

Certificate, Software Engineering Career Course

Saint Joseph's University

MS, Strategic Human Resource Management

Florida International University

BS, Psychology

June 2022

Boca Raton, FL

Aug 2021

Philadelphia, PA

April 2013

Miami, FL

EMPLOYMENT HISTORY

Boca Code

Admissions Advisor & Operations Manager

Increased enrollment by 7x using interpersonal skills to build connections with potential students.

Jan 2022 – Present

Boca Raton, FL

Synchronized Technologies

HR Administrator

Managed all HR and Payroll activities.

Feb 2015 – Present

Boca Raton, FL

Last Minute Bouquet

Co-Founder

Managed operations of online seasonal flower shop. Responsibilities include floral selection, social media, sales, customer service, recruiting/hiring drivers, and payroll.

Feb 2018 – Present

Boca Raton, FL

Florida Atlantic University

Coordinator of Admin Services

Served as the HR/Payroll liaison. Collaborated with managers on all activities regarding the employee lifecycle.

Managed departmental purchases, student deposits and employee reimbursements.

Interim Executive Assistant to the Graduate College Dean

Served as the HR/Payroll liaison. Collaborated with managers on all activities regarding the employee life cycle.

Managed departmental purchases, student deposits and employee reimbursements.

Human Resources Representative

Employee lifecycle management. Conducted orientation for new employees during weekly orientations and walk-ins.

Aug 2014 – Sep 2017

July 2015- Sep 2017

Dec 2016- Feb 2017

Aug 2014- July 2017

Florida International University

Coordinator of Admin Services

Managed all student and personnel financial account inquiries. Processed all student, personnel, 3rd party payments.

July 2011- Mar 2013

July 2015- Sep 2017

TECH STACK & SKILLS

- *Tech Stack:* JavaScript, TypeScript, Python, React, React Native, HTML5, CSS, Firebase(FireStore), MongoDB, MySQL
- *Skills:* Strategic planning, Conflict Resolution, Account/Record Management, Policy Development, Communication, Relationship Management