

Niko Alexiev Milberger
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EDUCATION

Drew University Bachelor of Arts in Sociology & Psychology * cum laude <i>Honors and Awards: Dean's List</i> <i>National Society of Collegiate Scholars- November 2020- Present</i> <i>Dean's Scholarship Recipient - 2020-2024</i> <i>Alpha Kappa Delta- May 2023- Present</i> <i>Psi Chi- April 2024- Present</i>	Madison, New Jersey Graduation: <i>May 2024</i>
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PROJECTS

Drew University <i>Invited by a business professor to present my PowerPoint presentation on personal branding to his business class of 36</i> <i>Partnership- Collaborated on an article investigating the Future of Higher Education with a business faculty member.</i>	Madison, New Jersey <i>March 2024</i> <i>April 2024- October 2024</i>
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EXPERIENCE

New Jersey Youth Justice Commission Youth Worker	Chatsworth, New Jersey August 2025 - Present
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Under the direction of a Youth Work Supervisor in Pinelands Residential community home:

- Assist in planning and implementing programs related to the daily living activities of children with behavioral issues to promote their emotional and social development.
- While ensuring the safety and well-being of residents, providing appropriate responses to behaviors, and using suitable behavioral management techniques.
- Assist with managing resident group meetings, focusing on objectives related to interpersonal interaction, education, and personal adjustment; perform other related duties as required.

Rowan- Virtua School of Osteopathic Medicine <i>Tutor Program Coordinator</i>	Stratford , New Jersey <i>December 2024- May 2025</i>
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- Under the direction of the Associate Director of the Center for Student Success, I helped manage over 80 tutors.
- Budget tracking utilizing Microsoft Excel; tracking FWS funds and departmental funds; communicating with the financial aid office when appropriate.
- Approving students' payroll on a biweekly basis, utilizing Banner software.
- Introduced to Starfish software for effective student tracking.

Drew University <i>Bear Den (Business Department)</i> • Assisted the project/event coordinator with	Madison, New Jersey <i>December 2022 - April 2024</i>
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communications and event planning/setup
for this semi-annual event that showcases student projects in the style of SharkTank.

- Acted as a liaison between multiple parties, internal and external.

Social Media Manager (Drew University Sociology Department)

- Created and managed departmental Instagram to showcase student and faculty achievements.

November 2023- May 2024

Executive Assistant to Business Department

August 2023- May 2024

- Collaborated with faculty and staff members to ensure efficient daily operations.
- Set up and managed virtual class management systems
Utilized University LMS: Moodle
- Invited and organized the President of Fairleigh Dickinson University to give a presentation on leadership to a principles of management class in April 2024.
- Helped onboard faculty members and liaised with other departments, e.g., IT, registrar, and administration.

Personal Assistant to Business Professor

January 2023 - May 2024

- Ensured that all administrative tasks were completed efficiently and accurately, acting as a liaison between the faculty members and other departments within the university.
- Additionally, handled any logistical issues that may have arisen during the term and provided ongoing support to the faculty member as needed.

Executive Assistant to Department of Sociology

September 2022– May 2024

- Collaborated with faculty and staff members to ensure efficient daily operations.
- Supported faculty members in achieving their research objectives by performing literature reviews and assisting with emerging technological challenges.
- Fostered a positive work environment through effective communication and teamwork.
- Helped onboard faculty members and liaised with other departments, e.g., IT, registrar, and administration.

Executive Assistant to Director of MAT Graduate Program

October 2021 - May 2022

- Supported various faculty research by performing data entry into MS Excel spreadsheets and conducting brief literature reviews.
- Supported department faculty for office-related matters and ensured the smooth running of their research and departmental operations.

LEADERSHIP AND ACTIVITIES

Drew University
Accessibility Office
Student Mentor

Madison, New Jersey
October 2023- May 2024

- Participated in a pilot program led by the director of the Accessibility Office.

- Served as a mentor to a first-year neurodivergent student.
- Guided the student in navigating college life.
- Collaboratively developed a personalized academic plan tailored to the student's individual needs.
- Provided advice on personal challenges related to college life.

President Drew University Sociology Club

October 2022- February 2024

- As chief executive of the sociology club, my primary task was to oversee executive responsibilities, which included preparing for board meetings, organizing field trips and school activities, and ensuring the final budget was in order.
- Grew the club from zero to 25 members
- The club has an endowed fund of \$5,800. Worked tirelessly with faculty, staff, and administrators to navigate issues and develop solutions for full fund access.
- Ensured a smooth transition in governance

President Collegiate Model United Nations Club

May 2022 - December 2022

- Responsible for conducting board meetings, enhancing public relations, and overseeing the fiscal budget.
- Ensured a smooth transition in governance

TECHNOLOGICAL SKILLS

Microsoft platforms | Use of AI Platforms | Data Analysis | Data Entry | Canva platform | Google Suites
Qualtrics | Calendar management | LMS systems- Canvas and Moodle | Starfish | Ellucian Banner

TRANSFERABLE SKILLS

Office Administration | Leadership | Problem-Solving | Teamwork/building | Empathy | Youth Work |
Mentoring | Critical Thinking | Interpersonal Communication | Crisis Management | Organization |
Social media marketing | Personal Branding