

Nicholas Boddy
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OBJECTIVE: To obtain a full-time position in the IT field where I can fulfill my desire to learn and grow.

EDUCATION:

Wayne State University, Mike Ilitch School of Business
Bachelor of Science in Business Administration – GPA: 3.25
Major: Information Systems Management

Detroit, MI
Expected: December 2020

Macomb Community College
Associate of Business Administration

Warren, MI
December 2019

EXPERIENCE:

Motor City Industrial
Warehouse Supervisor

Hazel Park, MI
September 2019 – Present

- Oversee daily objectives and the duties of over twenty employees
- Prepare reports with data gathered within an ERP system
- Facilitate new or improved processes to assist achieving growth in production
- Organize weekly meetings in a townhall setting

Order Fulfillment/Inventory Manager

January 2018-September 2019

- Gathered and delivered orders face to face with customers in a timely manner
- Picked and packaged orders using a wireless scanner
- Organized incoming and existing products to effective locations

Passarell & Co.
Concrete Finisher/Laborer

Shelby Twp, MI
June 2014 – January 2018

- Assisted in project development planning
- Pour and finish concrete structures such as sidewalks and driveways
- Operated heavy equipment and power tools

Buscemi's Pizza
General Labor/Assistant Manager

Clinton Twp, MI
July 2011 – June 2014

- Completed weekly inventory reports
- Planned promotions with current and new products
- Responsible for the opening/closing of the store

RELEVANT PROJECTS:

Inventory Write-Off Removal, Motor City Industrial

September 2019 – December 2019

- Extracted and organized decades of sales data from the previous inventory write-off
- Re-allocated labor hours and trained employees for the removal of inventory
- Led team to successfully cut the written-off inventory by 25%

SKILLS:

- Microsoft Office – Excel, Word, PowerPoint, Outlook
- Experience in SQL, Python, C#, HTML/CSS, Javascript, with understanding in OOP
- Adaptable, methodical and able to work under pressure