**Nicholas B.**

(405) 249-5973

pikerunner02@sbcglobal.net

***Profile/Skills***

* Enthusiastic, knowledge-hungry learner, eager to meet new challenges
* Motivated self-starter who likes to takes initiative in life
* Dependable and responsible team member with manager/supervisor experience
* Productive team member with solid work ethic
* Highly adaptable, positive, resilient, patient risk-taker who is open to new ideas
* Resourceful team member who likes to build trusting relationships with customers and colleagues
* Goal-driven team member who wants to succeed at work.
* Flexible team member who works great in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
* Computer-literate team member with extensive software proficiency covering wide variety of applications (MAC OSX/Social Media/Microsoft Office Suite/Accounting Software/etc).
* Exceptional listener and communicator who effectively conveys information verbally and in writing.
* Team member that has the knowledge and the project experience of the different types/forms of the modern business world

***Education***

* University of Central Oklahoma
  + Bachelors of Business Administration - Business
    - Citizen Potawatomie Nation Scholarship recipient
    - Pi Kappa Alpha Fraternity Member
    - Accounting Club & Marketing Member
    - Dean’s Honor Roll recipient
* Oklahoma City Community College
  + Associates of Arts - Business
    - Citizen Potawatomie Nation Scholarship recipient

***Employment History***

* Self-Employed, Oklahoma City, OK
  + Multiple Positions, January 2012 to March 2013
    - Maintained and operated different office, business and financial functions
* Circor Energy Products, Oklahoma City, OK
  + Inventory Account Analyst, June 2011 to December 2011
    - Co-lead/created, modernized, and maintained a more efficient acct./inv. system
* ATC Freightliner, Oklahoma City, OK
  + Inventory Control, September 2006 to June 2009
    - Improved and kept one of the best inventory ratios
  + Warehouse Employee, May 2002 to August 2003
    - Received numerous performance base salary increases
* Zio’s Italian, Oklahoma City, OK
  + Server/Trainer, January 2006 to August 2006
    - Trained great servers and at the top of the monthly sales figures
  + Server/Trainer/Host, March 2005 to September 2005
    - Trained great servers and at the top of the monthly sales figure

***Community Involvement***

* Christmas in April - Help improve housing for low income families
* Habitat for Humanity - Help improve and build housing for low income family
* Pi Kappa Alpha work days - Help improve the Ada community