

NICK SHEETS

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(317) 697-0853

EDUCATION

Ball State University
Muncie, Indiana | December 2014
Bachelor of Science in Sport Administration
School of Kinesiology
Minor in Marketing
Miller School of Business

PROFESSIONAL EXPERIENCE

Wave Planner/Task Coordinator

Geodis | Clayton, IN | February 2020 – March 2021

- Task orders and determine staging lanes
- Coordinate with order pickers and operators for efficient workflow
- Proficient in Synapse Systems Software and Microsoft Excel.
- Foster and builds encouraging atmosphere with and for my team members daily
- Flexible as Order Picker with EPJ certification.

Case Processor/Data Entry

NCAA | Indianapolis, IN | August 2019 – February 2020

- Process transcripts, allowing student athletes to pursue their collegiate aspirations
- Organize and examine documents
- Prepare and create data templates require for each unique situation

Facility Manager/Site Manager

United Soccer Alliance of Indiana | Indianapolis, IN | May 2018 – March 2020

- In charge of maintenance and cleanliness of all four facility complexes
- Engage with operational vendors, such as Food and Beverage, Merchandise, and Facility Care
- Proficient in Got Soccer Software and Microsoft Excel to manage fields availability and scheduling
- Manage volunteers for games, tournaments and field day events
- Utilize equipment, such as tractors, rollers, and field painters

Client Experience Coordinator

Medxcel Facility Management | Indianapolis, Indiana | February 2017 – August 2017

- Handle incoming calls and emails in a timely, professional, and courteous manner
- Obtain all necessary information and utilize resources to provide accurate information to customers
- Document and escalate customer concerns and safety incidents into the CMS software

Director of Food and Beverage, Internship

Bluefield Blue Jays | Bluefield, West Virginia | Summer 2014

- Orchestrated the hiring, training, and managing of 20 employees
- Monitored, ordered, and obtained food and beverage products while maintaining ideal inventory levels and cost
- Maintained and regulated concession production compliance in health and safety guidelines