

NICHOLAS ORMAN

Taylor, MI 48180

njorman956_jvf@indeedemail.com

+1 734 776 3774

Willing to relocate to: Detroit, MI

Work Experience

Warehouse Inventory Coordinator

SBA Communications - Taylor, MI

January 2023 to June 2023

Managed warehouse inventory and maintained an accurate database. Coordinated and scheduled the movement of equipment throughout Michigan and Ohio. Arranged for excess stock to be stored in warehouse. Kept an accurate inventory on multiple serialized items. Coordinated the receiving and turn-in off all equipment in the Detroit area.

US Army, ammunition specialist

U.S. Army - Fort Lewis, WA

July 2014 to December 2022

- Conducted staff meetings to relay general information or to address specific topics.
- Participated in ongoing training to enhance own job skills and knowledge.
- Performed general maintenance and repair.
- Transported hazardous materials and ammunition.
- Performed routine and scheduled maintenance services.
- Met deadlines while maintaining high-quality deliverables.
- Collaborated with departmental leaders to establish organizational goals, strategic plans and objectives.
- Assisted with new hire orientation and employee training.
- Worked with coworkers to complete tasks.
- Have experience in Excel, PowerPoint, and Microsoft Word.
- Demonstrated ability to manage multiple tasks while remaining adaptable and flexible.
- Awarded the Army Commendation medal 3 times and the Army Achievement medal 5 times each for exceptional work productivity and achievements.

Education

High school diploma

Lincoln Park High School - Lincoln Park, MI

September 2000 to June 2014

Skills

- Military Experience (8 years)

- Leadership (3 years)
- Microsoft Word (8 years)
- Military operations
- Microsoft Excel (2 years)
- Microsoft Powerpoint (3 years)
- Commercial Vehicle Experience
- Warehouse Management

Military Service

Branch: United States Army

Service Country: United States

Rank: Corporal

July 2014 to December 2022

- Conducted staff meetings to relay general information or to address specific topics.
- Participated in ongoing training to enhance own job skills and knowledge.
- Performed general maintenance and repair.
- Transported hazardous materials and ammunition.
- Performed routine and scheduled maintenance services.
- Met deadlines while maintaining high-quality deliverables.
- Collaborated with departmental leaders to establish organizational goals, strategic plans and objectives.
- Assisted with new hire orientation and employee training.
- Worked with coworkers to complete tasks.
- Have experience in Excel, PowerPoint, and Microsoft Word.
- Demonstrated ability to manage multiple tasks while remaining adaptable and flexible.
- Awarded the Army Commendation medal 3 times and the Army Achievement medal 5 times each for exceptional work productivity and achievements.

Commendations:

Army Commendation medal x3

Army Achievement medal x5

Certifications and Licenses

Driver's License

November 2022 to September 2026

Basic leadership development course

November 2020 to Present

Attended a month long course in Fort Lewis, WA, course instructed and developed leadership capabilities within the work environment

OSHA 10

March 2023 to Present

10 hour construction safety and health

CMV driver certification

January 2023 to January 2024

Assessments

Retail customer service — Proficient

December 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

December 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Medical receptionist skills — Proficient

December 2022

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

Work style: Reliability — Proficient

August 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

HR: Compensation & benefits — Proficient

December 2022

Knowledge of compensation and benefits programs

Full results: [Proficient](#)

Sales skills — Proficient

December 2022

Influencing and negotiating with customers

Full results: [Proficient](#)

Security guard skills — Proficient

August 2023

Assessing risks, enforcing security standards, and handling complaints

Full results: [Proficient](#)

Recruiting — Proficient

December 2022

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Attention to detail — Proficient

February 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.