

Nolan A. Baysinger

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CAREER OBJECTIVE

Seeking an entry-level position to begin my career with a high-level professional organization. Eager to make a significant contribution to the success of the company by utilizing strong interpersonal and customer service skills gained through my educational, work, and volunteer experience.

EDUCATION

University of Southern Indiana, Evansville, IN- Anticipated graduation date: June 2020
Bachelor of Science, Nutrition and Wellness

EXPERIENCE

Warehouse Associate

University of Southern Indiana Bookstore
May 2017-Present

- Responsible for unloading and sorting books onto the sales floor so they are ready for purchase.
- Organize the sales floor so that merchandise is easily located.
- Communicate with the loading dock on deliveries and shipping questions.
- Manage necessary shipping and mailing items including interpretation of shipping labels and printing labels for UPS orders.

Textbook Customer Service Associate

University of Southern Indiana Bookstore
September 2016-May 2017

- Assisted customers on-site in finding the appropriate textbooks in a timely manner.
- Responded to customer requests by answering phone calls.
- Advised customers by addressing their questions or directing them to the appropriate person.

Philanthropy Chair

Lambda Chi Alpha Fraternity, IN
August 2019-May 2020

- Planned philanthropic event for Vanderburgh County Special Olympics raising on average \$5,000 through an all day teeter totter marathon event.
- Collaborated with local business to organize "Give Back Night" fundraisers as a percentage of their sales.
- Volunteered at fraternity's fundraising stand at the Westside Nut Club Fall Festival.
- Communicated with local businesses to participate and support the fraternities event.
- Located service hour opportunities within the community for the 40 other members within the fraternity.

CERTIFICATIONS & TECHNICAL EXPERIENCE

- Certified in HIPPA, OSHA, and ServSafe
- Intermediate user of Microsoft Office applications including Outlook, Word, Excel, and PowerPoint.