

Nicole L. Collins

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Objective:

Seeking a full-time position in the field of Industrial Distribution

Education:

Texas A&M University, College Station, TX
Bachelor of Science in Industrial Distribution
Have financed 100% of education
Cumulative GPR: 2.5

Graduation – May 2009

Work Experience:

Hydraquip Distribution, Inc, Houston, TX

5/2008 – 8/2008

Summer Intern

- Supported inside sales with entering quotes, orders and interacted with customers on outside sales calls
- Contributed in account receivables by calling on customers with overdue invoices
- Gained knowledge of various aspects of warehousing including order picking, shipping, receiving, will call, repair and maintaining inventory counts
- Helped to reorganize the Tulsa, OK warehouse by modifying the layout as well as entering new bin locations for products

WESCO Distribution, Inc/Carlton-Bates

5/2007 – 8/2007

Summer Intern

- Assisted inside salesmen with entering orders and aided outside salesmen with customer visits
- Called on suppliers to check on order status and worked on moving dead inventory to more useful branches
- Checked stock levels daily, handled receiving, stocking and shipping in the warehouse
- Gained knowledge of various electrical products at supplier trade show

TAMU Reads and Counts, Bryan, TX

9/2006 – 5/2007

Tutor/Teaching Assistant

- Provided one-on-one individualized instruction for children experiencing learning difficulties in reading and math
- Worked closely with teachers and faculty to facilitate educational activities for students

Texas A&M Department of Recreational Sports

2/2006 – 11/2006

Intramural softball umpire

- Administered tough decision-making and problem solving skills to provide an enjoyable atmosphere for all athletes
- Maintained a safe, fun, and fair environment for students

Activities and Honors:

Professional Association of Industrial Distribution (PAID)

8/2005 – present

Career Expo Officer

- Collaborated with team to recruit over 50 companies to attend the first annual Career Expo
- Organized the networking social preceding the Career Expo
- Power Lunch, Holiday Banquet and Career Fair Committee member