

# NICHOLAS T TAYLOR

## CONTACT

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## SKILLS

- Attention to detail
- Creating websites
- Effective communication
- Graphic Design
- Leadership Abilities
- Microsoft Office
- Organizational Systems
- Team Building
- Time Management
- Video Editing

## PROFESSIONAL SUMMARY

UNDERGRADUATE - Ferris State University. Dedicated and highly motivated with a strong background in Graphic Design, Networking, and Video Editing, I am an Honor's Student and have dedicated my time at the Muskegon Career Tech Center my senior year of high school participating on the Cyber Security Team of which we placed 3rd in the United States. I organized a project to assist individuals with severe mobile disabilities to function simple tasks such as preparing coffee. Along with completing a dual program my senior year of high school I was on the basketball team and was a small group leader. Consistently recognized for outstanding contributions and solid reputation for achieving specified goals. Commended for communication skills, organization, and priority management. Knowledgeable on Microsoft Office Programs with a willingness to learn new & enhanced programs.

## PROFESSIONAL EXPERIENCE

### **Stocking Team 2, 05/2023 to 07/2023**

**Walmart - Grand Haven, MI**

- Responsible for unloading daily product.
- Allocated product to the proper pallets for restocking the store.
- Stocked shelves.
- Inventory.
- Set positive example for team members by providing high-quality, efficient customer service.
- Greeted customers with smile and provided friendly service to professionally handle every need.
- Maintained current knowledge of policy and procedure for team position requirements.

### **Sandwich Artist, 06/2021 to 02/2022**

**Subway - Grand Haven, MI**

- Kept workplace clean and organized in line with restaurant policies.
- Greeted guests and promoted specials.
- Organized freezers, refrigerators and storage rooms by receiving, recording, and moving food and beverage supplies and products.
- Kept kitchen, counter and dining areas cleaned and sanitized.
- Prepared and presented food in compliance with health and safety guidelines.
- Trained team members to prepare sandwiches and other items according to instructions.
- Upheld high standards of customer service at all times to enhance client loyalty and satisfaction.
- Prepared and served hot and cold sandwiches based on customer preferences.

- Executed sandwich artistry duties with very low occurrence of errors.

## EDUCATION

**Associate of Applied Science** : Computer Information Systems, Expected in 05/2025  
**Ferris State University** - Big Rapids, MI

**Internet, Network, Security, Technology Program** : Computer Science And Programming, 05/2023  
**Muskegon Career Tech Center** - Muskegon, MI

**High School Diploma**, 05/2023  
**West Michigan Christian** - Norton Shores, MI