

Nicholas W. Dove

309 Westland Drive
Greensburg PA 15601

724-989-0202
nwd5135@psu.edu

Education:

Penn State Erie – The Behrend College

Expected – 05/2017

Bachelor of Science in Management Information Systems

Minor in Operations and Supply Chain Management

Enterprise Resource Planning (ERP) Certificate with SAP

Enterprise Resource Planning (ERP) Certificate with Oracle

Academic Experience:

- Learned basic concepts and strategies of information systems using Excel and Access.
- Studied about different types of information systems that are offered to businesses today.
- Took a course involving enterprise resource planning (ERP) and business processes using SAP.
- Used Data Architect, SQL, and Access in a database administration course.
- Enrolled in a project management course, learning different management strategies.
- Organized a benefit 5K race at Presque Isle State Park for a local charity with a group of peers for a management course.

Work Experience:

Subway – New Stanton, PA

12/2012 – 07/2015

Sandwich Artist

- Worked as a team to provide a superior customer experience.
- Communicated with every customer to ensure great service quality.
- Maintained a clean and organized workspace.

Penn State University – New Kensington, PA

06/2013 – 08/2014

Kids in College (summers)

- Supervised various programs for youth summer camps.
- Mentored children ages 6-14.

Leadership Experience:

Baseball Team Captain

04/2013 – 07/2014

- Motivated teammates and gave advice to help them succeed on and off the field.
- Worked closely with coaches and offered strategic suggestions to make the team more competitive.

Volunteer Experience:

Holy Cross Parish

05/2003 – 07/2012

- Completed tasks at the local church and trained pre-teens to do the same tasks in the future.

New Stanton Recreation / Fort Allen Volunteers of Recreation / Youngwood Recreation

04/2004 – 07/2014

- Participated in and managed recreational activities with children in the community.
- Publicized events through physical advertisement and social media.

Penn State Behrend Benefiting Thon

09/2015 - Present

- Part of the fundraising committee to help raise money for local families effected by Pediatric cancer.

Management Information Systems Club

09/2015 - Present

- Networking with current MIS professionals in the Erie Area.
- Experiencing real-world application of MIS, IT platforms, and capabilities.
- Volunteering by setting up for visits by local companies to talk about MIS opportunities.

Technical Skills:

SAP, Data Architect, Excel, Visual C++, Access, SQL, Tableau, MS Visio, MS Project, GitLab, WordPress, HTML, CSS, C#, MS Word, Maple, PowerPoint, Publisher